INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES XIV
EMERGENCY RELIEF ADMINISTRATION
NO. 20
MASSACHUSETTS

NATIONAL ARCHIVES PROJECT
WORK PROJECTS ADMINISTRATION

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Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES XIV. EMERGENCY RELIEF ADMINISTRATION

NO. 20. MASSACHUSETTS

Boston, Massachusetts
The National Archives Project
1941

The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Project Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussion of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Massachusetts the work of the Survey was under the direction of Mr. J. W. McElroy until September 16, 1940. Upon his resignation to accept a commission in the United States Navy he was succeeded by Mr. John J. O'Brien. This Inventory of the records of the Emergency Relief Administration in Massachusetts was prepared in the Boston office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

John J. O'Brien, State Supervisor
National Archives Project
in Massachusetts

Boston, Massachusetts
April 2, 1941

CONTENTS

CONTENTS

CONTENTS

CONTENTS

CONTENTS

CONTENTS

EMERGENCY RELIEF ADMINISTRATION

Introduction

The Emergency Relief Administration Headquarters were on the 9th and 10th floors of the Stone & Webster Building, 49 Federal Street. In August 1934, the headquarters were moved to the Park Square Building, 31 St. James Avenue. With the termination of the Civil Works Administration on March 31, 1934, the Emergency Work Relief Program carried on the work projects of the former agency in conjunction with State and local relief administrations. Many of the records of the Civil Works Administration, when it ceased to operate, were turned over to the Emergency Relief Administration without change of title. The records of a continuous nature have been proportionately computed for linear footage and containers. Moreover, there are records which included both administrations and have been continued by the succeeding agency into whose custody they came. Some records were put in storage at the Army Base Building.

AMHERST

A SURVEY OF FARM MORTGAGES, VALUES AND TRANSFERS, AND FARM TAXES
Stockbridge Hall, State College

This survey was established January 1, 1934, under the Civil Works Administration and continued under the Emergency Relief Administration. It was sponsored by the State College and the Bureau of Agricultural Economics. This project made a study of mortgages, land values, transfers, and taxes. As the records were of a continuous nature, they had not been segregated so that the linear footage and containers had to be estimated while the office existed under the Emergency Relief Administration. Reports were sent to headquarters, Washington, D.C. When the Works Progress Administration succeeded this agency, the records were continued and placed in its custody.

1. APPLICATIONS FOR EMPLOYMENT, Apr. 1, 1934 - June 30, 1935. By students for employment on this survey. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of steel vault. R. 216. (79)

2. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel vault. R. 216. (80)

3. TIME REPORTS, Apr. 1, 1934 - June 30, 1935. Mass. ERA Form 36, showing reports of personnel. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 216. (77)

4. REQUISITIONS FOR LABOR, Apr. 1, 1934 - June 30, 1935. ERA Form 401. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1¾ in., in drawer of steel vault. R. 216. (78)

5. REQUISITIONS FOR PURCHASES, Apr. 1, 1934 - June 30, 1935. Standard Forms 1034A and Treasury Forms A-6, requisitions for material, equipment, and supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of steel vault. R. 216. (81)

BOSTON

COMMODITIES DISTRIBUTION PROJECT
Park Square Bldg., 31 St. James Ave.

During the ERA all work on commodity distribution was performed by the commodity distribution division of the State Federal Emergency Relief Administration office. The records of administration and distribution have not been segregated in this inventory. The project is State-wide and is sponsored by the Massachusetts State Department of Public Welfare.

6. CORRESPONDENCE ON DELIVERY OF COMMODITIES, Apr. 1, 1934 - June 30, 1935. With district warehouses on distribution of commodities, other than food. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 219. (10,576)

7. DELIVERY RECORD OF COMMODITIES, Apr. 1, 1934 - June 30, 1935. Showing deliveries of mattresses, comforters, cotton, wool, sheeting, towelling, and clothing to cities and towns of Massachusetts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 4 in., in drawer of metal filing case. R. 219. (10,626)

8. RECORDS OF PERSONNEL, Apr. 1, 1934 - June 30, 1935. Listing names, addresses, ages, and positions of employees of this office. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in pasteboard box. R. 219. (10,627)

9. BILLS OF LADING, Apr. 1, 1934 - June 30, 1935. FSCC Forms 10, records of food and cotton goods shipped by concerns to district warehouses, including commodities, quantities ordered, dates, names of consignees, destinations, shipping points, carriers, and quantities shipped. Filed alphabetically. (Daily, official.) 10 x 11½ loose-leaf books, 4 ft., in wooden racks. R. 219. (10,552)

10. REQUISITIONS FOR PURCHASES, Sept. 1, 1934 - June 30, 1935. Treasury Forms A-5, A-6, and A-7, purchases, orders, and miscellaneous reports of Administrative office; also, cancellations. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 219. (10,621)

11. ACCUMULATIVE REPORT, Oct. 1, 1934 - June 30, 1935. Report to continue until Oct. 1, 1936, showing commodities shipped from warehouses to cities and towns in Massachusetts listing names of commodities, quantities, and destinations. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in wooden rack. R. 219. (10,795)

12. MONTHLY COMMODITY VALUATION RECORDS, Oct. 1, 1934 - June 30, 1935. Valuation, by months, of food and clothing distributed to cities and towns; also yearly valuation. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in pasteboard box and in metal box. R. 219. (11,094)

13. MONTHLY REPORTS TO WASHINGTON, D.C., Nov. 1, 1934 - June 30, 1935. FSCC Forms 230, monthly inventory losses, showing number of families receiving commodities. Filed chronologically. (Daily, official.) 11½ x 18 loose-leaf book, ½ in., in wooden rack. R. 219. (10,527)

CONSUMER PURCHASES STUDY

Post Office and Court House Bldg., Post Office Sq.

The work originally performed by this project was done by the NRA and the Department of Commerce. Funds were supplied by the ERA under the supervision of the Department of Labor. The project collects and distributes information concerning methods of purchasing food, clothing, and household wares. Records were forwarded to the Bureau of Labor Statistics, Washington, D. C.

14. WEEKLY TIME BOOK, Apr. 1, 1934 - June 30, 1935. Reports of employees of Massachusetts compliance department. Entered chronologically. (Never.) 9 x 14 vol., ½ in., in drawer of metal filing case. R. 1690. (3,078)

15. GENERAL CORRESPONDENCE, June 30, 1934 - June 30, 1935. Concerning Consumer Purchase Study Project. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, $2\frac{1}{2}$ in., in drawer of metal filing case. R. 1690. (3,532)

16. COUNCIL CORRESPONDENCE, Aug. 20, 1934 - June 30, 1935. Correspondence between consumers councils in Massachusetts. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 3 in., in drawer of metal filing case. R. 1690. (3,588)

17. PAY ROLL DUPLICATES AND CORRESPONDENCE, Jan. 24 - June 6, 1935. Standard Forms 1, records of time worked by employees. Filed chronologically. (Rarely, official.) $9\frac{1}{2}$ x 15 folders, 1 in., in drawer of metal filing case. R. 1690. (3,543)

18. ASSIGNMENTS AND REQUISITIONS FOR WORKERS, May 2, 1935 - June 30, 1935. Correspondence concerning assignment of workers and changes in personnel. Filed chronologically. (Rarely, official.) $9\frac{1}{2}$ x 15 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 1690. (3, 144)

19. REQUISITIONS FOR PURCHASES, June 1 - July 1, 1935. Standard Forms 6, requisitions for all purchases made by headquarters and five local offices (copies). Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x 15 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 1690. (3,208)

20. CANCELLATION FORMS, June 1 - July 1, 1935. Records of cancellations of project expense allowances (copies). Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, $1\frac{1}{2}$ in., in drawer of metal filing case. R. 1690. (3,127)

21. EXPENSE JOURNAL, June 1 - July 1, 1935. Expense records of headquarters and five local offices. Entered chronologically. (Daily, official.) 8 x 17 vol., 1/8 in., in drawer of metal filing case. R. 1690. (3,146)

22. PUBLIC VOUCHERS, REIMBURSEMENTS FOR TRAVEL AND OTHER EXPENSES, June 1 - July 1, 1935. Standard Forms 1012, expense vouchers covering travel and per diem expenses, of employees at headquarters and employees of five local offices. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 in., in drawer of metal filing case. R. 1690. (3,147)

DISTRICT 2 OFFICE
OFFICE OF DISTRICT DIRECTOR
Washington-Essex Bldg., 600 Washington St.

This office operated under the ERA and served directly under the State Administrator. It's jurisdiction extended over all Middlesex County and the town of Brookline, Norfolk County.

23. ERA BULLETINS, July 1, 1934 - June 30, 1935. Issued from Washington, relating to accounts, administration, internal memoranda, and leaves of absence. Filed alphabetically. 3 x 5 card index, $\frac{3}{4}$ in. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, $1\frac{3}{4}$ in., in drawer of metal filing case. R. X, 5th floor. (11,855)

24. ERA ACTIVITIES, Apr. 1, 1934 - July 1, 1935. Showing activities of this office, especially in regard to the various projects undertaken. Entered chronologically. (Daily, official.) 9 x $11\frac{1}{2}$ vols., 6 in., in drawer of metal filing case. R. B, 5th floor. (9,512)

25. ENGINEERS' REPORTS, Jan. 1 - June 30, 1935. Engineers' monthly and daily reports. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of metal filing case. R. A, 5th floor. (9,510)

26. MISCELLANEOUS BULLETINS, June 1 - July 1, 1935. Concerning executive orders, commodity credit, libraries, compensation, digests and reviews, work division orders, and related circulars. Filed alphabetically. 3 x 5 card index, 1 in. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 3 in., in drawer of metal filing case. R. X, 5th floor. (11,462)

Division of Employment

27. APPLICANTS' IDENTIFICATION RECORDS, Apr. 1, 1934 - June 30, 1935. USES Forms 350, received from NRS district offices, containing information requested by certification unit for purpose of identifying persons for relief work. Filed alphabetically. (Daily, official.) 3 x 5 loose papers, 4 ft., in 4 pasteboard boxes. R. X, 5th floor. (11,261)

28. DUPLICATE CARD FILE, Apr. 1, 1934 - June 30, 1935. For personal use of section chief, listing all vouchers in unit, showing names, addresses, classifications, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, $2\frac{1}{2}$ in., in wooden box and in drawer of metal filing case. R. N, 5th floor. (9,691)

29. ERA BULLETINS, Apr. 1, 1934 - June 30, 1935. Relating to instructions and procedure regulations, for personal use of section chief. Filed numerically. (Frequently, official.) 9 x 12 folders and papers, 6 in., on desk. R. N, 5th floor. (9,785)

30. FIELD SUPERVISORS' REPORTS ON TOWNS, Apr. 1, 1934 - June 30, 1935. Showing the number of registrations, both actual and expected, with equipment for handling these registrations, and social service set-up. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. N, 5th floor. (9,693)

31. PAY ROLL RECORD CARDS, Apr. 1, 1934 - June 30, 1935. Listing workers in this unit according to occupational classifications for pay roll purposes. Filed alphabetically. (Daily, official,) 4 x 6 cards, 2¼ in., in pasteboard box. R. N, 5th floor. (11,597)

32. TRANSIENT OR NONRESIDENT RECORD, Apr. 27 - July 2, 1934. History of applicant, together with name of charitable agency that recommended him, his identification number, place of legal residence, and disposition of case. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in pasteboard box. R. N, 5th floor. (9,699)

33. ERA EMPLOYEE'S PERSONNEL RECORD CARD, May 3, 1934 - Apr. 8, 1935. History of applicant, showing name, address occupational record rating, number of persons in family, number of dependents; whether investigated and approved for work by social service units. (Rarely, official.) 5 x 8 loose cards, 4 ft., in carton. R. N, 5th floor. (9,684)

34. LOCAL ADMINISTRATORS, Sept. 1, 1934 - Aug. 31, 1935. Records of all local administrators under the ERA. Filed alphabetically by towns. (Never.) 3 x 5 cards, 2 in., in pasteboard box. R. N, 5th floor. (11,801)

35. INTERVIEWS ON ADJUSTMENT, Feb. 27 - June 30, 1935. Records showing names of persons, addresses, conditions, wages, or other discriminations, nature of adjustments, dates closed. Filed numerically. 5 x 8 card index, 3 ft. 7 in. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. X, 5th floor. (11,534)

Division of Finance and Statistics

36. EMPLOYMENT AUTHORIZATION, Jan. 1 - June 30, 1935. From Office Management Division. Filed chronologically. (Never.) 9 x 12 folders, ½ in., in drawer of metal filing case. R. J, 5th floor. (11,424)

37. MAPS OF CITIES AND TOWNS, Jan. 1 - June 30, 1935. Printed maps of cities and towns in which operating projects are located indicating the site of project being worked. Filed chronologically. (Daily, official.) 32 x 34 maps, ¾ in., on table. R. X, 5th floor. (11,671)

38. RECORD OF PURCHASE ORDERS, Jan. 1 - June 30, 1935. For materials and supplies, showing amounts assigned to various projects in process of construction and projects completed. Arranged chronologically. (Never.) 14 x 34 loose-leaf book, ¼ in., on table. R. X, 5th floor. (11,360)

39. TRANSMITTAL LETTERS, Jan. 1 - June 30, 1935. To sponsors in cities and towns, showing dates, names of sponsors, amounts and balances of allotments. Filed alphabetically. (Rarely, official.) 10 x 12 folders, 1 ft. 2½ in., in drawer of metal filing case. R. X, 5th floor. (11,353)

40. CORRESPONDENCE ON PAY ROLL ERRORS, Apr. 30 - June 30, 1935. Letters to and from Regional Auditor pertaining to pay roll changes and errors on ERA operating projects. Filed chronologically. (Rarely, official.) 10 x 12 folders, 6 in., in drawer of metal filing case. R. X, 5th floor. (11,749)

Division of Operations

41. APPLICATIONS FOR PROJECTS, ERA, Apr. 1, 1934 - June 30, 1935. FERA Forms 141, showing titles of projects, names of approving officers, and whether rural or urban. Filed numerically. 5 x 8 card index. 6½ in. (Daily, official.) 10 x 12 folders, 8 ft., in 3 drawers of metal filing case. R. X, 5th floor. (11,555)

42. OLD BULLETINS, Apr. 1, 1934 - June 30, 1935. ERA activities and possible openings for relief work. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 10½ in., in drawer of metal filing case. R. B, 5th floor. (9,518)

43. DAILY REPORTS, Jan. 1 - June 30, 1935. On projects in the Middlesex rural zone, started or completed within the week, and including location, project number, advice funds, and dates of opening and completion. Filed alphabetically. (Daily, official.) 12 x 16 folders, ¼ in., in drawer of metal filing case. R. X, 5th floor. (11,689)

44. LIST OF PROJECTS APPROVED, Jan. 1, 1935 - June 30, 1935. Records of approved projects covering skilled and unskilled labor and sponsors' requests for approval of personnel. Filed numerically. 4 x 6 card index, 4½ in., and 10 x 12 folder index, 1 in. (Daily, official.) 10 x 12 folders, 7 ft. 2 in., in 5 drawers of metal filing cases. R. X, 5th floor. (11,693)

45. MIDWEEKLY REPORTS, Jan. 1 - June 30, 1935. Showing status of projects in Middlesex rural zone, and including persons employed, funds, date of starting or completion. Filed alphabetically. (Daily, official.) 10 x 12 folders, ¼ in., in drawer of metal filing case. R. X, 5th floor. (11,827)

46. SAFETY INSPECTION REPORT, Jan. 1 - June 30, 1935. ERA Form 352, listing project location, title, conditions, recommendations, and report number. Filed numerically. (Daily, official.) 10 x 12 folders, 3 in., in drawer of metal filing case. R. X, 5th floor. (11,415)

47. TRUNK ASSIGNMENTS, Jan. 1 - June 30, 1935. Treasury Forms A-7-a showing equipment, registration number, date work begins, rate per hour, and location of job. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in drawer of metal filing case. R. X, 5th floor. (11,644)

48. REFERENCE CARDS, Jan. 2 - June 30, 1935. Showing Presidential Letter number, amount allocated, advise and official project numbers, city or town, and sponsor's proposal number. Filed chronologically. (Daily, official.) 3 x 5 cards, 4½ in., in drawer of metal card cabinet. R. X, 5th floor. (11,531)

49. MISCELLANEOUS BULLETINS AND MEMORANDA, Jan. 7 - June 30, 1935. Issued to field engineers, pertaining to changes in procedure on project, such as requests or supplements. Filed chronologically. (Daily, official.) 10 x 12 folders, ¼ in., in drawer of metal filing case. R. X, 5th floor. (11,647)

50. INTERNAL MEMORANDA, Apr. 1 - June 30, 1935. Requests from zone engineers for additional funds and authorizations to continue work. Filed chronologically. (Daily, official.) 10 x 12 folders, 2½ in., in drawer of metal filing case. R. E, 5th floor. (9,783)

Women's and Professional Projects

51. WEEKLY REPORT, June 21, 1934 - June 30, 1935. Personnel record of "white collar" group (music, drama, woodworking, handicraft, and recreational projects), including classification of workers, and activities of community centers. Some filed chronologically and some alphabetically. (Some weekly, some daily, and some occasionally; official.) 9 x 12 loose-leaf books, 9 x 11½ binders, and 10 x 12 folders, 9 in., in drawer of metal filing case, in drawer of wooden desk, and in pasteboard box. Rs. E, D, and N, 5th floor. (9,644; 9,636; 9,624)

52. CLASSIFICATION OF BULLETINS, Jan. 1 - June 30, 1935. Relating to operation of all ERA projects, showing work procedure, method of organization, progress, and expenditures. Arranged chronologically. (Daily, official.) 10 x 12 loose-leaf books, 1½ in., on desk. R. E, 5th floor. (9,646)

53. WOMEN'S ORGANIZATIONS, Jan. 2 - June 30, 1935. List requested by State Headquarters and submitted by local supervisors (duplicate). Filed alphabetically. (Never.) 9 x 12 folders, ¼ in., in drawer of metal filing case. R. C, 5th floor. (11,461)

54. MISCELLANEOUS CORRESPONDENCE, May 3 - June 30, 1935. Record of various operating projects, including requests for transfers, letters of rejection owing to different classifications, and correspondence from department heads. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in drawer of metal filing case. R. E, 5th floor. (9,643)

STORAGE RECORDS OF EMERGENCY RELIEF ADMINISTRATION
Army Base Bldg., 666 Summer St.

55. DISTRICT NO. 2, CORRESPONDENCE AND RECORDS, July 1, 1934 - July 15, 1935. Pertaining to activities under ERA in District 2, also containing records of all NRA compliance boards. Arranged by subject. (Yearly, official.) 10 x 12 bundles, 1 ft. 10 in., on wooden shelf. W. room, Section A, 5th floor. (9,808)

DISTRICT 3 OFFICE
OFFICE OF DISTRICT DIRECTOR
Nordbloom Bldg., 14 - 18 Oliver St.

56. CASE HISTORIES, July 1, 1934 - June 30, 1935. FERA Forms 600, 601, and 602, comprising a history in detail of all applicants for relief employment in district; also, correspondence pertaining to each case. Filed alphabetically. (Daily, official.) 9 x 12 folders, 178 ft., in 93 drawers of metal filing cases. 2d floor. (10,204)

57. READY REFERENCE FILE, Apr. 15, 1934 - June 30, 1935. Relative to eligibility of applicants, showing names, addresses, occupations, certifications or cancellations with reasons. Filed alphabetically. (Daily, official.) 3 x 5 cards, 16 ft., in 9 double type drawers of metal card cabinets. 3d floor. (10,594)

58. SURVEY OF SINGLE WOMEN, May 1, 1934 - July 1, 1935. Listing name, address, date, place of birth, marital status, last steady employment, wage rate, present income, relations, debts, dependents, and comments. (Never.) 5 x 8 loose cards, 4½ in., in pasteboard box. Front, 2d floor. (11,725)

59. TIME SHEETS, Dec. 1, 1934 - May 1, 1935. ERA records of employees of social service department, giving name, time of arrival on duty and time of departure. Filed chronologically. (Never.) 10 x 14 loose papers, 6 in., in steel safe. Dirty. Front, 2d floor. (11,718)

60. INVESTIGATORS' NOTES, Dec. 1, 1934 - June 30, 1935. ERA records pertaining to case histories resulting from relief investigations. (Never.) 7 x 9 loose-leaf books, 3 in., on top of steel safe. Front, 2d floor. (11,513)

61. ADMINISTRATIVE EMPLOYEES, Dec. 1, 1934 - June 30, 1935. Social service case records of applicants for administrative staff work in district, including ERA records. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. Front, 2d floor. (10,222)

62. EMPLOYEES' RECLASSIFICATIONS, Dec. 1, 1934 - June 30, 1935. FERA Form L-16, showing name, identification number, explanation, transfer, and project numbers. Filed alphabetically. (Rarely, official.) 4 x 6 loose slips, 2 ft. 4 in., in drawer of metal filing case. Rear, 7th floor. (9,920)

63. CERTIFICATION OF ELIGIBILITY, Dec. 4, 1934 - June 30, 1935. FERA Form 600, showing name and address, date of birth, case number of head of family, and number of dependents. Filed alphabetically. (Daily, official.) 5 x 8 loose papers, 11 in., in drawer of metal filing case. Rear, 7th floor. (9,897)

64. ELIGIBLE WORK DIVISION, OCCUPATIONAL CLASSIFICATION RECORD, Dec. 4, 1934 - June 30, 1935. FERA Forms 144, 600, and 601, case record of eligible applications, certification of eligibility, notices of case change. Filed alphabetically. (Daily, official.) 9 x 12 folders, 50 ft., in 26 drawers of metal filing cases. Rear, 7th floor. (9,916)

65. INELIGIBLE WORK DIVISION, OCCUPATIONAL CLASSIFICATION RECORD, Dec. 4, 1934 - June 30, 1935. FERA Form 144, complete case record of applicants ruled ineligible. Filed alphabetically. (Daily, official.) 9 x 12 folders, 44 ft. 6 in., in 23 drawers of metal filing cases. Rear, 7th floor. (9,953)

66. BEACH PROJECT APPLICATIONS, Dec. 1934 - June 30, 1935. Lists of applications for positions as swimming instructors and first aid assistants. Filed alphabetically. (Never.) 9 x 12 bundles, 4 in., on floor. Dirty. Basement. (11,553)

67. CORRESPONDENCE, Dec. 1934 - June 30, 1935. Directed to Boston welfare board and private social agencies, pertaining to personnel employment and complaints, records of ERA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Front, 2d floor. (10,198)

68. LIST OF INVESTIGATORS, Dec. 1934 - June 30, 1935. To cover territory in District 3, interviewing employees as to their eligibility including ERA records. Filed alphabetically. (Frequently, official.) 3 x 5 cards, $\frac{1}{2}$ in., in steel safe. Front, 2d floor. (10,197)

69. REFERRAL CARDS, Dec. 1934 - June 30, 1935. Introductions of workers to prospective employers with names of employers, addresses, names of workers and their professions. Cards are returned to files of employment division with reasons for rejections, if any. (Rarely, official.) 3 x 5 cards, 1 ft., in drawer of metal filing case. Rear, 7th floor. (9,896)

70. GRIEVANCE FILE, Jan. 1 - June 30, 1935. Cases under ERA heard before the board and disposed of. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. $2\frac{1}{2}$ in., in drawer of metal filing case. Front, balcony, 1st floor. (9,955)

71. ASSIGNMENT ORDERS, Feb. 1 - June 30, 1935. Originating with Assistant Administrator, sent to the assignment unit of District 3, assigning, dropping, or transferring an applicant. Filed chronologically. (Rarely, official.) 10 x 11½ loose-leaf books (2), 3 in., in drawer of metal filing case. 2d floor. (9,941)

Division of Finance and Statistics

72. PROJECT REGISTER, CWA, Apr. 1 - Dec. 1934. Project allotments, and obligations incurred against funds continued under ERA. Filed numerically. (Never.) 14½ x 19 loose-leaf books, 2 in., in metal cabinet. Dirty. Center, 4th floor. (11,548)

73. BULLETINS, Apr. 1, 1934 - June 30, 1935. From State headquarters to various public agencies outlining procedure. Filed chronologically. (Rarely, official.) 10 x 11½ loose-leaf book, 1 in., in book rack on desk. Front, 4th floor. (9,982)

74. LIST OF UNDELIVERABLE CHECKS, Sept. 1, 1934 - May 31, 1935. Showing date, project number, work rendered, location, check number, and reason for cancelation or nondelivery. Filed chronologically. (Rarely, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. Center, 4th floor. (10,223)

75. ERA WEEKLY TIME REPORTS, Dec. 1, 1934 - June 30, 1935. Showing project number and location, worker's name, case number, occupation, total hours worked for week, and amount of earnings. Filed chronologically. (Never.) 8 x 11½ loose-leaf books, 15 ft. 6 in., on 3 wooden shelves. Front, basement. (11,837)

76. LIST OF EMPLOYEES AND CLASSIFICATION OF VARIOUS PROJECTS, July 1 - Oct. 10, 1935. Containing date, project number, location, number employed, sex class, wage rate, and total pay roll. Filed numerically. (Never.) 8 x 18 loose-leaf books, 1 ft., in drawer of metal filing case. Front, basement. (11,339)

77. NOTICE OF MISCELLANEOUS ENCUMBRANCES, Dec. 1, 1934 - June 30, 1935. Treasury Forms A-5, showing encumbrance numbers, dates, project numbers, names and locations of projects, and amounts of encumbrances. Filed chronologically. (Never.) 9 x 12 loose-leaf books, 1 ft. 6 in., in drawer of metal filing case. Front, basement. (11,338)

78. SPONSOR'S PAY ROLL STATEMENT, Dec. 1, 1934 - June 30, 1935. Showing total Federal allotment for labor, total of pay roll for first work period, available balance, number of workers, and amount of last pay roll. Filed numerically. (Never.) 10 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. Front, basement. (11,475)

79. ERA PROJECT REGISTER, Dec. 4, 1934 - June 30, 1935. Allotment and obligations incurred against funds. Arranged chronologically. (Rarely, official.) 14½ x 18 loose-leaf books, 10½ in., in metal cabinet. Center, 4th floor. (9,998)

80. REINSTATEMENTS, Dec. 1934 - July 1, 1935. Showing names, addresses, identification numbers, projects to which workers are reinstated, work classifications, and dates. Filed alphabetically. (Never.) 2½ x 8½ paper slips, 2 ft. 10 in., in 3 pasteboard boxes. Front, basement. (11,638)

81. ACCIDENT REPORTS, ERA, Dec. 1934 - June 30, 1935. Concerning injuries occurring to workers on projects. Filed alphabetically. (Never.) 9 x 12 bundles, 5 ft., on floor. Dirty. Basement. (11,674)

82. WEEKLY PAY ROLL, Dec. 1934 - June 30, 1935. ERA Form 151C, showing name of employee, case number, occupation, hours worked and wages earned. Filed chronologically. (Never.) 12 x 18 loose-leaf books (40), 12 ft. 6 in., on 2 wooden shelves. Dirty. Front, basement. (11,800)

83. CORRESPONDENCE, Dec. 1934 - June 30, 1935. Consisting of letters relating to accidents on projects. Filed alphabetically. (Never.) 9 x 12 bundles, 7 in., on floor. Dirty. Basement. (11,683)

84. MISCELLANEOUS STATISTICAL REPORTS, Dec. 1934 - June 30, 1935. FERA Forms 10, 11, and 11C, pertaining to employment and relief status from information gathered from welfare and soldiers' relief agencies. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. Front, 2d floor. (10,854)

85. RECORD OF PAY ROLL PERIODS ENDING, Jan. 1 - June 30, 1935. Showing project number, location, description, number of workers on project, pay week ending, date pay is due, and pay roll section number. Arranged numerically. (Daily, official.) 10 x 11½ loose-leaf books, ½ in., on table. Front, basement. (9,990)

86. BULLETINS, Jan. 21 - June 30, 1935. From Washington and State headquarters pertaining to original set-up of ERA, showing organization, operation and procedure. Some filed alphabetically, some arranged chronologically. Indexed. (Daily, official.) 10 x 11½ loose-leaf books, 1½ in., in book rack on desk. Front, 4th floor. (10,014; 10,188; 9,983)

Division of Operations

87. ERA CORRESPONDENCE, Apr. 15, 1934 - June 30, 1935. Showing status of relief workers, name and address, case number, project number, eligibility, and reasons. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3½ in., in drawer of metal filing case. Center, 3d floor. (9,939)

88. ERA STATISTICS, Apr. 15, 1934 - June 30, 1935. Monthly reports, showing data on number of workers, pay roll, and obligations incurred by city for equipment, material and rentals, attached weekly report of relief workers dismissed. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Center, 3d floor. (9,937)

89. APPLICATIONS FOR APPROVAL OF ERA WORK PROJECTS, Dec. 4, 1934 - June 30, 1935. FERA Form 141 listing date, name and address of sponsor, designation and location, estimated cost and value of proposed projects. Filed chronologically. 3 x 5 card index, 6½ in. (Never.) 9 x 12 folders, 8 ft. 7 in., in 4 drawers of metal filing case. Rear, 3d floor. (11,746)

90. COMPLETED ERA PROJECTS, Dec. 4, 1934 - June 30, 1935. Reports issued by engineers showing project and supplementary numbers, dates and descriptions of work started with analyses of costs. Filed numerically. 5 x 8 card index, 6½ in. (Rarely, official.) 9 x 12 folders, 3 ft. 8 in., in 2 drawers of metal filing case. Rear, 3d floor. (9,908)

91. COMPLETED, TRANSFERRED, AND DISCONTINUED PROJECTS, Dec. 4, 1934 - June 30, 1935. CWA Form S-16, showing project and supplementary numbers, starting date, outline of work, reasons for transfer or discontinuance, and cost analysis. Filed numerically. 5 x 8 card index, 5 in. (Never.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Rear, 3d floor. (11,724)

Division of Women's and Professional Projects

92. BULLETINS ISSUED BY DIRECTOR OF DISTRICT 3, Jan. 24 - June 30, 1936. Inter-office and interdepartmental. Arranged chronologically. (Rarely, official.) 10 x 11½ loose-leaf books, ½ in., in drawer of metal filing case. Rear, 3d floor. (9,964)

Storage Records of Emergency Relief Administration

93. REGISTER OF ERA PROJECTS, Apr. 1 - Dec. 4, 1934. Project and sponsors' numbers, letters of authority to proceed with projects, locations, number of employees, dates started and completed. Entered numerically. (Never.) 14 x 25 vol., ½ in., on top of filing case. Rear, 3d floor. (11,623)

94. ACCIDENT CLAIMS, Apr. 1 - Dec. 1934. Filed alphabetically. (Never.) 9 x 12 bundles, 3 ft., on floor. Dirty. Basement. (11,637)

95. CORRESPONDENCE, Apr. 1 - Dec. 1934. Accidents occurring on project and claims resulting therefrom. Arranged alphabetically. (Never.) 9 x 12 bundles, 6 in., on floor. Dirty. Basement. (11,687)

96. WEEKLY PAY ROLLS, Apr. 1 - Dec. 1934. Pay roll for employees in District 3, showing name, sex, case number, occupation, hours, wages and earnings. Filed chronologically. (Never.) 12 x 18 loose-leaf books (32), 6 ft. 3 in., on 2 wooden shelves. Dirty. Basement, front end. (11,550)

FEDERAL ART PROJECT
STATE OFFICE
Youth's Companion Bldg., 881 Commonwealth Ave.

This project was established in Massachusetts on December 12, 1933, with offices in Young's Hotel, Pemberton Square. These offices were moved to the Stone & Webster Building, 49 Federal Street, on May 6, 1934, and on March 6, 1935 moved to the Federal National Bank Building, 85 Devonshire St.

Reports were sent direct to National headquarters at Washington, D.C., and to the regional headquarters at 1374 Massachusetts Avenue, Cambridge, Massachusetts. At the time this inventory was taken the records of this project were kept at its present location, 881 Commonwealth Avenue, Boston.

97. MISCELLANEOUS FILE, Apr. 1, 1934 - June 30, 1935. Reports and correspondence with various art project units relative to art demonstrations, paintings, exhibitions, publicity, compensations, accident cases, applications for employment, and reclassifications sought by personnel. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. Section B, 4th floor. (12,137)

98. FINANCIAL REPORTS, July 1, 1934 - June 30, 1935. Record of expenditures during specific periods showing bills payable and to whom paid. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf books, 1 in., on desk. Section B, 4th floor. (12,134)

STORAGE RECORDS
Nordbloom Bldg., 14-18 Oliver St.

These storage records have been packed away but are available for any desirable use.

99. REGISTER OF ERA PROJECTS, Apr. 1 - Dec. 4, 1934. Project and sponsors' numbers, letters of authority to proceed with projects, locations, number of employees, dates started and completed. Entered numerically. (Never.) 14 x 25 vol., ½ in., on top of filing case. Rear, 3d floor. (11,623)

100. ACCIDENT CLAIMS, Apr. 1 - Dec. 1934. Filed alphabetically. (Never.) 9 x 12 bundles, 3 ft., on floor. Dirty. Basement. (11,637)

101. CORRESPONDENCE, Apr. 1 - Dec. 1934. Accidents occurring on projects and claims resulting therefrom. Arranged alphabetically. (Never.) 9 x 12 bundles, 6 in., on floor. Dirty. Basement. (11,687)

102. WEEKLY PAY ROLLS, Apr. 1 - Dec. 1934. Pay roll for employees in District 3, showing name, sex, case number, occupation, hours, wages and earnings. Filed chronologically. (Never.) 12 x 18 loose-leaf books (16), 6 ft. 3 in., on wooden shelf. Dirty. Basement, front end. (11,550)

FEDERAL MUSIC PROJECT
STATE OFFICE
Nottingham Bldg., 25 Huntington Ave.

The Federal Music Project was established in May 1935 in the Boylston Chambers, 739 Boylston Street and later had State headquarters in the Nottingham Building, 25 Huntington Avenue. The unit in the Boylston Chambers became the Adult Recreation Project. When the ERA was superseded by the WPA, the project was continued as such.

103. PERSONAL INDEX CARDS, May 14 - June 30, 1935. Card record, showing name, address and identification number of all project employees. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in pasteboard boxes. R. 603 (Bldg. A). (9,833)

104. AUDITION RESULTS, INSTRUMENTAL, May 15 - June 30, 1935. ERA Form 20, complete report of certified instrument players called for in audition tests. Filed alphabetically. 3 x 5 card index, 1½ in. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 601 (Bldg. A). (9,873)

105. AUDITION RESULTS, VOCAL, May 15 - June 30, 1935. ERA Form 20, complete record of certified vocalists called for in audition tests. Filed alphabetically. 3 x 5 card index, 2 in. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 601 (Bldg. A). (9,871)

106. MASTER INDEX FILE OF PERSONNEL, May - June 30, 1935. Card index, cross-filed by name of employee and by identification number, showing address, occupation, rating, and case number. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 4 in., in pasteboard box on desk. R. 617 (Bldg. A). (9,828)

107. RECORD OF COMPLETED TRANSFERS, May - June 30, 1935. Report of inter-unit or inter-project transfers of employees. Filed alphabetically. (Rarely, official.) 6 x 8 bundles, 3 in., in drawer of metal filing case. R. 617 (Bldg. A). (9,825)

108. REPORT OF PERSONNEL AUDITIONS, May - June 30, 1935. Complete record, including letters of applications, questionnaires answered, result of vocal and instrumental audition tests, and ratings for placement with various unit ensembles. Filed alphabetically. Index. (Daily, official.) 8½ x 11 folders, 3 in., in drawer of metal filing case. R. 603 (Bldg. A). (9,824)

FEDERAL THEATRE PROJECT
STATE OFFICE
Nottingham Bldg., 27 Huntington Ave.

This project was established in July 1934 under the Emergency Relief Administration. The State headquarters were maintained in the Nottingham

Building, 27 Huntington Avenue. A director and an assistant director were in charge of this agency. Its jurisdiction was State-wide. Shows concerning drama, marionettes, and vaudeville were the principle functions given by this project. Records were sent to Washington, D.C., and some copies were sent to the New York play bureau.

109. PERSONNEL CARDS, Aug. 14, 1934 - June 30, 1935. Record of personnel on vaudeville unit, showing name, address, rating, date of employment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in 2 pasteboard boxes. 1st floor. (11,964)

110. GENERAL CORRESPONDENCE, Aug. 15, 1934 - June 30, 1935. Letters to CCC camp officials, hospitals, schools, and institutions in Massachusetts relative to appearances or cancelations of announcements and vaudeville units scheduled to appear. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. 1st floor. (11,977)

111. UNIT REPORTS, Nov. 21, 1934 - June 30, 1935. Received from heads of various units concerning activities and shows produced. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. 1st floor. (11,968)

112. WASHINGTON REPORTS, Jan. 10 - June 30, 1935. Showing names of author and play, how promoted, comment of critics, public reception, future activity, and plays in progress. Filed chronologically. (Semimonthly, official.) 11 x 13 loose-leaf books, ½ in., on top of file cabinet. 1st floor. (11,950)

113. MISCELLANEOUS FILE, May 1 - June 30, 1935. Miscellaneous correspondence concerning promotion activities, progress of work, materials, stage plans, rulings, bookings; also copies of semimonthly reports to Washington Director pertaining to project activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in 4 drawers of metal filing case. 1st floor. (11,990)

114. WEEKLY REPORT OF VAUDEVILLE UNIT, May 1 - June 30, 1935. Showing number of performances, number of performers, nationality of each, approximate number in audience, plays in rehearsal, name and location of hall. Filed chronologically. (Weekly, official.) 11 x 13 loose-leaf books, ½ in. 1st floor. (11,984)

FEDERAL WRITERS' PROJECT
Nottingham Bldg., 25 Huntington Ave.

This project was established in May 1935 to collect and compile material which, when published, would be of interest to the public; and such information as would be a guide to tourists in Massachusetts, to be published as the American Guide. A director and an assistant

director were in charge of the project. During the short time that the project was in existence under the ERA it was in the process of preparing the American Guide. This work was continued under the WPA when this administration succeeded the ERA.

115. CONSULTANT FILE, May 3 - June 30, 1935. Showing name and address of person volunteering information and suggestions to project on editorial work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 231. (12,027)

116. PERSONNEL ASSIGNMENT FILE, May 3 - June 30, 1935. Showing names of persons employed on project, addresses, ages, education, certification and assignment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in pasteboard box. R. 231. (12,003)

HISTORIC AMERICAN BUILDING SURVEY
Oliver Building, 141 Milk St.

The New England Division, Massachusetts district office, of the Historic American Buildings Survey was established in the latter part of 1933 with headquarters in the Oliver Building, 141 Milk Street, Boston. It employed architects, draftsmen, and photographers in the work of cataloging and describing historic structures. Drawings, photographs, and histories are assembled in the form of loose-leaf pamphlets and sent to Washington for approval. If approved and the work has been completed they are filed in the Library of Congress as permanent records. The records retained by this office consist for the most part of copies of all material dispatched to Washington, supporting papers, and a small amount of relevant correspondence.

117. GENERAL PURPOSE FILE, ACTIVE, Apr. 1, 1934 - June 30, 1935. Correspondence, pamphlets, newspaper and magazine clippings concerning activities of the survey. Filed by subject. (Daily, official.) 10 x 15 folders, 1 ft. 7 in., in pasteboard boxes. R. 604. (9,855)

118. FIELD WORKERS' NOTE BOOKS, ACTIVE, Apr. 1, 1934 - June 30, 1935. Notes and sketches by field workers of each room and building surveyed. Filed numerically. (Occasionally, official.) 8 x 10 vols., 9 in., on wooden shelf. R. 604. (9,856)

119. PLANS AND DESIGNS, Apr. 1, 1934 - June 30, 1935. Plans and drawings of historic buildings, upon completion, sent to Congressional Library. Filed numerically. Index. (Never.) 3 x 5 cards, 3 in., in metal card drawer, and 19 x 24 loose papers, $\frac{1}{4}$ in., on drafting tables. R. 604. (10,593)

MASSACHUSETTS GEODETIC SURVEY
Dept. of Public Works Bldg., 100 Nashua St.

This project was originally started November 15, 1933, as the Traffic Research and Analysis Project under the Traffic Engineer of the Massachusetts Department of Public Works. It was not until October 20, 1936, that this project was changed to the Massachusetts Geodetic Survey. The records under the CWA, ERA, and the WPA have not been separated so that the linear footage and the number of containers have been computed according to the length of existence of each administration.

120. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With headquarters, engineers on projects, and Massachusetts officials concerning Geodetic Survey; also with field supervision; and with project paymasters and district assignment officers, including reports on personnel, requisitions for supplies and oaths of office taken by employees. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 4 in., in 3 drawers of metal filing case. Rs. 606, 827, 1009. (9,859; 9,860, 9,818)

121. PERSONNEL, Apr. 1, 1934 - June 30, 1935. Record of employees of this department. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 606. (9,843)

122. TRAVERSE AND TRIANGULATION RECORDS, Apr. 1, 1934 - June 30, 1935. Abstracts showing personnel and tabulations of field observation trips with form sheets on which work was calculated, and records of instruments used in survey (original). Filed numerically. 3 x 5 card index, 2 in. (Daily, official.) 5 x 8 vols., 17 ft. 6 in., on 6 wooden shelves. R. 839. (9,865)

123. PROGRAM REPORTS, Apr. 1, 1934 - June 30, 1935. Progress of project. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of wooden transfer case. R. 839. (9,834)

124. ENGINEERS' FIELD BOOKS, Apr. 1, 1934 - June 30, 1935. Record of field observations, vertical, horizontal, and angular measurements. Filed numerically. (Daily, official.) 5 x 7 vols., 101 ft. 3 in., on 13 wooden shelves. R. 839. (9,817)

125. GEODETIC SURVEY REPORTS, Apr. 1, 1934 - June 30, 1935. Engineer's report showing longitudinal and latitudinal areas throughout Massachusetts, including map of flood control areas. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ vols., 3 ft. 7 in., in casement file. R. 606. (9,862)

126. BENCH MARK CARDS, Apr. 1, 1934 - June 30, 1935. Designation of bench markers and detailed description of location; also hand drawn map of town where markers are located. Filed geographically. (Occasionally, official.) 5 x 8 cards, 2 ft. 4 in., in 3 drawers of metal filing cases. R. 606. (9,842)

127. BENCH MONUMENTS, TRAVERSE AND TRIANGULATIONS, Apr. 1, 1934 - June 30, 1935. PWA Forms 448, 525, 526, 447, and 447A, identifying and describing location of station; also relative statistics. Filed geographically. (Daily, official.) 5 x 8 cards, 12 ft. 11 in., in 10 drawers of wooden cabinet. R. 839. (9,838)

128. PAY ROLLS, ERA, Apr. 1, 1934 - June 1935. Record of employees on ERA pay roll. Filed chronologically. (Monthly, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 1009. (9,841)

129. ABSTRACTS, Apr. 1, 1934 to date. Record of traverse and triangulation computations from markers throughout Massachusetts. Filed numerically. (Daily, official.) 8½ x 11 folders, 5 ft. 6 in., in 3 drawers of wooden transfer cases. R. 839. (9,866)

130. WEEKLY REPORTS, Jan. 1 - June 30, 1935. Records relative to activities of employees of this department. Filed chronologically. (Daily, official.) 8 x 10½ folders, 3 in., in drawer of metal filing case. R. 827. (9,867)

131. REQUISITIONS FOR PURCHASE, Jan. 1 - June 30, 1935. Treasury Form A-6, showing instructions of procurement officer and description of articles. Filed chronologically. (Daily, official.) 8 x 10½ folders, 1¼ in., in drawer of metal filing case. R. 827. (9,835)

132. EQUIPMENT, Jan. 2 - June 30, 1935. Record of office and field equipment used by this department, showing ownership by state government, ERA, or electric and telephone company. Filed by name of article. (Daily, official.) 3 x 5 cards, 5 in., in drawer of metal filing case. R. 827. (9,861)

OFFICE OF STATE ADMINISTRATOR
Park Square Bldg., 31 St. James Ave.

133. ADMINISTRATIVE PERSONNEL CARD RECORD, Apr. 1 - Apr. 30, 1934. Showing administrative personnel name, address, schooling, assignments, brief work history and earnings. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 11 in., in pasteboard box. R. 412 (Bldg. A). (10,984)

134. CWA CORRESPONDENCE, Apr. 1 - Apr. 30, 1934. Correspondence relative to administrative and other activities. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 4 in., in drawer of metal filing case. R. 412 (Bldg. A). (11,045)

135. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With ERA headquarters, Washington, D.C., with State and district officials, and with localities in Massachusetts. Filed geographically and alphabetically.

(Rarely, confidential.) 9 x 12 folders, 12 ft. 6 in., in 6 drawers of metal filing cases. R. 412 (Bldg. A). (10,815; 10,816; 11,059)

Division of Educational Projects

136. TEACHERS' APPLICATIONS, Jan. 1 - June 30, 1935. Showing age, experience, education, qualifications, and history of applicant; also letters from applicants. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 201 (Bldg. A). (10,378)

137. REQUISITIONS AND PURCHASE ORDERS, Jan. 1 - June 30, 1935. Treasury Forms A-6 and A-7, records of purchases, including books, papers, pencils, maps and toys. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing cases. R. 201 (Bldg. A). (10,379)

138. TEACHERS' PAY ROLLS, Jan. 2 - June 30, 1935. Showing identification number, sex, class hours worked, rate per hour, total amount, date, check number. Filed chronologically. (Daily, official.) 12 x 18 vols., 1 ft. 1 in., on shelf of open wooden cabinet. R. 201 (Bldg. A). (10,487)

139. CORRESPONDENCE, Apr. 1, 1935 - June 30, 1935. Pertaining to educational projects, also with teachers in NYA work, concerning complaints, projects, reports, requisitions, rulings, statistics, and supervisors. Some filed chronologically, some numerically. (Older records, never; recent, daily, official.) 9 x 12 folders, 2 ft. 11 in., in drawer of metal filing case. R. 201 (Bldg. A). (10,485; 10,726)

Division of Employment

Assignment Unit

140. EMPLOYEE ASSIGNMENT REFERENCE CARD, ACTIVE, Jan. 1 - June 30, 1935. Record of employees of assignment unit, showing name, address, assignments, and transfers. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 5 in., in cardboard box. R. 239 (Bldg. A). (10,689)

141. EMPLOYEE ASSIGNMENT REFERENCE CARD, INACTIVE, Jan. 1 - June 30, 1935. Record of employees of assignment unit, showing name, address, assignment, transfer and date of termination of service. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 5 in., in cardboard box. R. 239 (Bldg. A). (10,644)

142. CORRESPONDENCE, ACTIVE AND INACTIVE, Jan. 1 - June 30, 1935. With ERA officials in cities and towns of Massachusetts, relative to reclassification and assignment; also reclassification lists of employee, showing project number. Arranged by districts and filed alphabetically by towns and project title. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. 239 (Bldg. A). (10,571; 10,650)

143. DRAFTS OF BULLETINS, Jan. 1 - June 30, 1935. Copies of bulletins issued by assignment unit chief to Massachusetts District directors, transcribing information and instructions from Washington, D. C. (single copy). Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,570)

144. MISCELLANEOUS CORRESPONDENCE, Jan. 1 - June 30, 1935. From various sources pertaining to assignments. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in 2 drawers of metal filing cases. R. 239 (Bldg. A). (10,645)

Intake and Certification Unit

145. PERSONNEL APPLICATIONS, Apr. 1, 1934 - June 30, 1935. Listing applications for employment, showing names and addresses of applicants, classifications, education, employment, and history, also relative correspondence. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 239 (Bldg. A). (11,023)

146. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Correspondence with Social Service Department heads, supervisors, etc., regarding policies relating to certification. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 3½ in., in drawer of metal filing case. R. 239 (Bldg. A). (10,577; 10,647)

147. PERSONNEL RECORD, Apr. 1, 1934 - June 30, 1935. Records of former workers, and requests for information about these persons from various concerns or welfare agencies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,648)

Labor Unit

148. LETTERS OF COMPLAINT, STATE-WIDE, Apr. 1, 1934 - June 30, 1935. Relating to wages, work, hours, labor conditions, etc., also oral interviews. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of metal filing cases. R. 235 (Bldg. A). (10,629)

149. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Relating to State-wide employment, adjustments, complaints, reclassification, salaries, supplies, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of metal filing cases. R. 235 (Bldg. A). (10,630)

150. LETTERS OF COMPLAINT, CITY OF BOSTON, Apr. 1, 1934 - June 30, 1935. Relating to wages, work, hours, labor conditions, etc., also oral interviews. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 2 drawers of metal filing cases. R. 235 (Bldg. A). (10,628)

Record Section

151. CARD RECORDS, Apr. 1, 1934 - June 30, 1935. Personnel complaints, showing names and addresses, nature of complaints, reasons for complaints, and adjustments made. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 8 ft. 1 in., in 9 pasteboard boxes. R. 239 (Bldg. A). (10,640)

152. RECORD OF COPIES OF ERA APPLICATIONS, Apr. 1 - June 30, 1935. Listing non-relief tradesmen in Massachusetts cities and towns, available for skilled work. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,635)

153. SPECIFICATIONS AND CLASSIFICATION OF WORKERS, Apr. 1 - June 30, 1935. Records of standard specification required of workers seeking skilled classification, such as carpenters, bricklayers, and machinists, in Massachusetts cities and towns. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,634)

154. RECORD OF NONRELIEF WORKERS, Apr. 1 - June 30, 1935. On public roads projects, showing name, address, classification, rate of pay, and total amount earned. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,631)

155. REQUESTS FOR PUBLIC ROADS, Apr. 15 - June 30, 1935. Requests from Bureau of Public Roads for ERA funds, showing roads needing repair, and new streets to be built. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,830)

156. CORRESPONDENCE, STATE-WIDE, Apr. 15 - June 30, 1935. Interdistrict regarding advice to superintendents, costs, and work on projects (copies). Filed alphabetically. (Weekly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,633)

157. REQUEST LETTERS, Apr. 15 - June 30, 1935. From Massachusetts authorities relative to work they wish done. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,642)

158. EMPLOYMENT STATISTICS, Apr. 15 - June 30, 1935. Record copy showing name of worker, address, number of pay roll, man-hours worked, and total amount earned. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,636)

159. ESTIMATE OF LABOR REQUIREMENTS, Apr. 15 - June 30, 1935. ERA Form 303, reports on projects of all Federal agencies in Massachusetts, showing numbers of skilled and unskilled persons required, occupation, and classification. Filed chronologically. (Weekly, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 239 (Bldg. A). (10,638)

160. WAGE RATES, Apr. 15 - June 30, 1935. Records of state-wide agreements with labor unions as to working details, covering rate of pay, hours, and classifications. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in 2 drawers of metal filing case. R. 239 (Bldg. A). (10,637)

Division of Finance and Statistics

Accounting Unit

161. INSTRUCTIONS AND CORRESPONDENCE ON ERA, Apr. 1 - Nov. 15, 1934. With headquarters, Washington, D.C., relating to amount to be expended, commodity distribution, mattress manufacturing, rural rehabilitation, the cattle and drought program, and the education program. Filed alphabetically. (Daily, official.) 12 x 14 loose-leaf books, 2¾ in., in drawer of metal filing case. R. 404 (Bldg. A). (11,057)

162. REPORT OF PAY ROLL EXPENDITURES, Apr. 1 - Dec. 31, 1934. Monthly reports on pay roll expenditures and balances; showing name of town, previous balance, pay roll disbursement, balance after deducting pay rolls, number of persons employed. Filed chronologically. (Daily, official.) 12 x 14 loose-leaf books, 4 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,796)

163. POPULATION AND RATE DATA, Apr. 1, 1934 - Mar. 14, 1935. Showing population of towns in Massachusetts, total number employed, monthly allotment, administrative cost, and ratio of administrative expense. Filed according to population figure. (Rarely, official.) 8½ x 11 loose-leaf book, 1 in., in drawer of metal desk. R. 404 (Bldg. A). (10,912)

164. VOUCHER CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With Comptroller concerning claims, personnel, projects, relief, pay rolls, adjustments of projects, purchasing agents, procedure, and miscellaneous matters connected with ERA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 404 (Bldg. A). (11,050)

165. PAYMASTERS' BONDS, Apr. 1, 1934 - June 30, 1935. Reports showing amount of unpaid bonds, termination, applications for renewal and bond premiums in dispute; also, list of bonded paymasters in Massachusetts as of August 1934. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,903)

166. ADMINISTRATIVE SALARY DATA, Apr. 1, 1934 - June 30, 1935. Listing local administrators with salaries paid; also correspondence and instructions relative to administrative routine. Filed by subject. (Rarely, official.) 8½ x 11 loose-leaf book, ¾ in., in drawer of metal desk. R. 404 (Bldg. A). (10,961)

167. CONTRACTS, Apr. 1, 1934 - June 30, 1935. Standard Form 33, invitation, bid, and acceptance, showing item, number, article or service, quantity, unit, unit price, and amount. Filed numerically. (Never.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 403 (Bldg. A). (11,222)

168. LIST OF VOUCHERS, Apr. 1, 1934 - June 30, 1935. Record submitted by voucher section to accounting office, showing encumbrance number, name of payee, and amount of bill. Filed numerically. (Never.) 9 x 12 folders, 2 ft. 9 in., in 2 drawers of metal filing case. R. 403 (Bldg. A). (11,223)

169. PAID VOUCHERS, Apr. 1, 1934 - June 30, 1935. Standard Form 1034, showing appropriation number, symbol number, date of order, date of service, description, amount, item number, signature of State procurement officer. Filed numerically. (Monthly, official.) 9 x 12 folders, 4 ft. 5 in., in 2 drawers of metal filing case. R. 403 (Bldg. A). (10,932)

170. RECORD OF EXAMINED VOUCHERS, Apr. 1, 1934 - June 30, 1935. Paid and canceled vouchers, showing date, serial and project numbers, name of payee, amount approved by auditor, discount, other differences, and net amount. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 403 (Bldg. A). (11,060)

171. REGIONAL OFFICE PERSONNEL SALARY DATA, Apr. 1, 1934 - June 30, 1935. Recapitulation of salaries drawn weekly in all counties of Massachusetts, showing project numbers, regional office, name of county, position held. Filed chronologically. (Rarely, official.) 8½ x 11 loose-leaf book, 1¾ in., in drawer of metal desk. R. 404 (Bldg. A). (10,949)

172. REQUISITION FOR PURCHASES, Apr. 1, 1934 - June 30, 1935. Treasury Form A-6, requisitions for purchases, sent by office manager to Regional Procurement officer, showing requisition number, purchase order number, official project number, and allotment advice. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. 403 (Bldg. A). (10,934)

173. APPLICATIONS FOR APPROVAL OF WORK PROJECTS, Apr. 1, 1934 - June 30, 1935. ERA Form 141, showing location of project, description, estimated cost, average number of employees, total man-hours, rate per week, rental of trucks, wages and salaries. Filed chronologically. (Daily, official.) 8 x 10½ bundles (2), 5½ in., on metal shelf. R. 403 (Bldg. A). (11,102)

174. ERA PROGRESS REGISTER, Apr. 1, 1934 - June 30, 1935. Records of ERA projects in Massachusetts showing date, reference, description of projects, wages and salaries, rentals of trucks and equipment, number of employees, cost by funds and other contributions. Filed chronologically. (Weekly, official.) 15 x 18 loose-leaf books, 5 ft., on 2 metal shelves. R. 403 (Bldg. A). (11,068)

175. ERA PROGRESS REGISTER, ADMINISTRATIVE, Apr. 1, 1934 - June 30, 1935. Records of ERA administrative units in Massachusetts, showing date, reference, description of unit, wages and salaries, rentals of telephones and office equipment, number of employees, total cost. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 5½ in., on metal shelf. R. 403 (Bldg. A). (11,066)

176. ENGINEERING REPORTS, Apr. 1, 1934 - June 30, 1935. Reports of completed or discontinued "to date" on ERA projects, showing dates of commencement and completion, man-hours worked, cost analysis, wages and salaries, rentals of teams, trucks, and equipment, gross cost and net cost. Filed chronologically. (Daily, official.) 8 x 10½ bundles, 2 ft. 11 in., on metal shelf. R. 403 (Bldg. A). (11,071)

177. PROGRESS REGISTER, STATE AND COUNTY, Apr. 1, 1934 - June 30, 1935. Reference, date, description of project, wages and salaries, rentals, number of employees, gross cost, total cost. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 8¼ in., on metal shelf. R. 403 (Bldg. A). (11,053)

178. SCHEDULE OF DISBURSEMENTS, Apr. 1, 1934 - June 30, 1935. Concerning ERA projects prepared for disbursing officer, showing date, department or establishment, period covered, and name of payee; Standard Form 1064, schedule of disbursements, showing disbursing office, bureau or office voucher number, name of payee, symbol and amount of appropriation or fund. Filed chronologically. (Daily, official.) 9 x 12 folders and 8 x 10½ loose papers, 4 ft. 5 in., in 3 drawers of metal filing cases. Rs. 403, 405, and 404 (Bldg. A). (10,753; 10,908; 11,049)

179. SPECIAL APPROPRIATIONS REGISTER, Apr. 1, 1934 - June 30, 1935. ERA special appropriations, showing date, description of project, wages and salaries, rentals, number of employees, total cost, and date of completion. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 5½ in., on metal shelf. R. 403 (Bldg. A). (10,763)

180. APPLICATIONS FOR FUNDS, Apr. 1, 1934 - July 12, 1935. Correspondence concerning applications for funds to carry on relief work, made by the Governor of Massachusetts. Filed chronologically. (Daily, official.) 12 x 14 loose-leaf books, 2 in., in drawer of metal filing case. R. 404 (Bldg. A). (11,029)

181. INTERNAL MEMORANDUM ON TIME OFF, Apr. 2 - Oct. 11, 1934. Reports from Comptroller to heads of divisions in Massachusetts regarding holidays, lunch time, vacations for executive personnel, unemployment figures, retaining employees, system of control, enlargement of projects, and code

directions for project. Filed alphabetically. (Daily, official.) 12 x 14 loose-leaf books, 3 in., in drawer of metal filing case. R. 404 (Bldg. A). (11,048)

182. APPLICATIONS FOR WORK PROJECTS, Apr. 2, 1934 - June 30, 1935. ERA Form 141, applications for work projects and administrative offices. Filed alphabetically. (Never.) 9 x 12 folders, 5 ft., in 2 drawers of metal filing case. R. 405 (Bldg. A). (11,211)

183. PURCHASE ORDERS, STATE PROJECTS, Apr. 2, 1934 - June 30, 1935. Records of purchases of sand, gravel, trucks, and other supplies and equipment for State-wide projects (duplicates). Filed numerically. (Monthly, official.) 9 x 12 folders, 5 ft., in 2 drawers of metal filing case. R. 403 (Bldg. A). (10,900)

184. PURCHASE ORDERS, TRANSIENT CAMPS, Apr. 2, 1934 - June 30, 1935. Records of material and foodstuffs purchased for transient camps in Massachusetts. Filed numerically. (Monthly, official.) 9 x 12 folders, 5 ft., in 2 drawers of metal filing case. R. 402 (Bldg. A). (10,899)

185. SPECIAL PROGRAMS ERA PROJECTS, Apr. 2, 1934 - June 30, 1935. ERA Form 141, applications for work projects, showing estimated costs, type of work, average number of employees, total man-hours, rate per hour, total cost, kind of equipment, commencement and completion date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,942)

186. ADMINISTRATIVE MISCELLANEOUS VOUCHERS, Apr. 2, 1934 - June 30, 1935. For materials and office supplies, showing date, encumbrance number, name of vendor, and cost. Filed numerically. (Daily, official.) 12 x 15 loose-leaf books, 2 7/8 in., on metal shelf. R. 403 (Bldg. A). (10,706)

187. ADMINISTRATIVE TRAVEL VOUCHERS, Apr. 2, 1934 - June 30, 1935. ERA travel vouchers showing date, encumbrance number, name of vendor, total cost. Filed numerically. (Daily, official.) 12 x 15 loose-leaf books, 2 7/8 in., on metal shelf. R. 403 (Bldg. A). (11,054)

188. COMMITMENTS AND PAYMENTS, Apr. 2, 1934 - June 30, 1935. Record of amounts paid for travel and miscellaneous vouchers, showing total for month. Filed chronologically. (Daily, official.) 14 x 18 loose-leaf book, 1¾ in., on metal shelf. R. 403 (Bldg. A). (11,058)

189. GENERAL MISCELLANEOUS VOUCHERS, Apr. 2, 1934 - June 30, 1935. ERA vouchers for supplies, rentals of trucks, tools, and equipment, showing encumbrance number, and vendor's name. Filed numerically. (Daily, official.) 12 x 15 loose-leaf books, 5¾ in., on metal shelf. R. 403 (Bldg. A). (11,052)

190. GENERAL TRAVEL VOUCHERS, Apr. 2, 1934 - June 30, 1935. ERA travel vouchers, showing encumbrance number, date, and distance. Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, 2 7/8 in., on metal shelf. R. 403 (Bldg. A). (11,104)

191. MONTHLY SUMMARY OF PAYMENTS, Apr. 2, 1934 - June 30, 1935. On account of purchases for projects, showing items bought, project charged, amount expended, discount allowed, unpaid bills, summary of total amount. Filed chronologically. (Daily, official.) 14 x 18 loose-leaf books, $2\frac{3}{4}$ in., on metal shelf. R. 403 (Bldg. A). (11,146)

192. PURCHASE ORDERS, ADMINISTRATIVE, Apr. 2, 1934 - June 30, 1935. Records of purchase of office supplies, telephones, desks chairs, and stationery (duplicates), showing purchase order number, record of purchase, location of project, name of town, vendor, pay roll. Filed numerically and chronologically. (Frequently, official.) 9 x 12 folders, and 12 x 15 loose-leaf books, $9\frac{1}{3}$ in., and $5\frac{1}{2}$ in., in drawer of metal filing case and on metal shelf. R. 403 (Bldg. A). (10,906; 10,933)

193. PURCHASE ORDERS, SPECIAL PROGRAMS, Apr. 2, 1934 - June 30, 1935. Showing order number, record of purchase, location of project, and name of vendor, Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, $2\frac{1}{2}$ in., on metal shelf. R. 403 (Bldg. A). (11,101)

194. TRANSIENT PURCHASE ORDERS, Apr. 2, 1934 - June 30, 1935. For transient camps, showing order number, record of purchase, location, and vendor. Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, $5\frac{1}{2}$ in., on metal shelf. R. 403 (Bldg. A). (11,105)

195. TRANSIENT VOUCHERS, Apr. 2, 1934 - June 30, 1935. Transient camp vouchers for purchases of materials and supplies, including coal, wood, meats, vegetables, and groceries. Filed numerically. (Daily, official.) 12 x 15 loose-leaf book, 3/8 in., on metal shelf. R. 403 (Bldg. A). (11,073)

196. VOUCHERS FOR SPECIAL PROGRAMS, Apr. 2, 1934 - June 30, 1935. ERA vouchers, showing purchase order number, record of purchase, location, and name of vendor. Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, 2 7/8 in., on metal shelf. R. 403 (Bldg. A). (11,103)

197. INTERNAL MEMORANDUM ON FUNDS, June 1, 1934 - June 30, 1935. Reports on funds and allotments, except pay rolls, showing project number, name of work, supplies, travel, town, amount, unexpended balance. Filed chronologically. (Daily, official.) 12 x 12 loose-leaf books, 8 2/3 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,776)

198. ADMINISTRATIVE QUESTIONNAIRE, June 26, 1934 - June 7, 1935. Records showing income and domestic status of all local administrators, with name and address of administrator, date and place of birth, number of children, weekly income from municipality. Filed chronologically. (Rarely, official.) $8\frac{1}{2}$ x 11 loose-leaf book, 3 in., in drawer of metal desk. R. 404 (Bldg. A). (11,003)

199. SELF-HELP CO-OPERATIVES, July 7 - Nov. 15, 1934. Reports on co-operatives, including the Millville Knitting Project, listing garments manufactured, cost of goods, labor, materials, machines, and rentals. Filed chronologically. (Daily, official.) 12 x 12 loose-leaf books, 6 in., in drawer of metal filing case. R. 404 (Bldg. A). (11,021)

200. MONTHLY REPORTS ON OBLIGATIONS, Aug. 1, 1934 - May 31, 1935. Monthly reports on obligations incurred in handling and processing of cattle, sheep, and goats from drought area. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,779)

201. AUTHORIZATION TO ACT, Aug. 15, 1934 - May 31, 1935. Correspondence and telegrams from Regional Director, Washington, D.C. to Massachusetts ERA officials, giving authority to act on purchases, payments, and pay rolls. Filed chronologically. (Daily, official.) 12 x 12 loose-leaf books, 6 in., in drawer of metal filing case. R. 404 (Bldg. A). (10,905)

202. ADVANCE CONFIRMATIONS, Oct. 15, 1934 - June 30, 1935. Concerning money advanced to chief assistant disbursing officers, by disbursing clerk, for use of projects, showing location of project, amount of money advanced, grand total. Filed numerically. (Monthly, official.) 8½ x 11 loose-leaf books, 11 in., in drawer of metal filing case. R. 405 (Bldg. A). (11,107)

203. ADVANCE DEBITS, Oct. 15, 1934 - June 30, 1935. Reports made by disbursing clerk to chief assistant disbursing officers, showing amounts withdrawn from project allotment and location of project. Filed numerically. (Monthly, official.) 8½ x 11 loose-leaf books, 9 in., in drawer of metal filing case. R. 405 (Bldg. A). (10,999)

204. LETTERS AND TELEGRAMS, Oct. 15, 1934 - June 30, 1935. Pay roll reports from chief assistant disbursing officers to comptroller for Massachusetts, showing number of employees, amount of pay, and grand total. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. 405 (Bldg. A). (11,147)

205. PAY ROLL CORRESPONDENCE, Oct. 15, 1934 - June 30, 1935. Relating to pay rolls of administrative unit, pre-audit unit, regional officers, relocation of central district offices, and authorization of overtime pay. Filed numerically by districts. (Weekly, official.) 9 x 12 folders, 2 ft. 11 in., in 2 drawers of metal filing case. R. 405 (Bldg. A). (10,708)

206. MISCELLANEOUS DISBURSEMENTS, Nov. 1, 1934 - June 30, 1935. Standard Form 1064, records of disbursements for operation of ERA projects, showing name of town, date paid, station, symbol, disbursing officer's voucher, and amount. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 405 (Bldg. A). (10,720)

207. GENERAL CORRESPONDENCE, Jan. 28 - June 30, 1935. With headquarters, Washington, D. C., relating to finance and accounting procedure, status of funds, pay roll proceedings and Washington releases; also with finance and work projects, and heads of departments; transmittals of pay rolls to ERA districts in Massachusetts. Some filed alphabetically, some chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. Rs. 404 and 405 (Bldg. A). (10,814; 10,817)

208. ABSTRACT OF ALLOTMENT LEDGER SHEETS, Feb. 1 - June 30, 1935. Showing date, reference numbers, allotment, net encumbrance, and unencumbered balance of allotment for each project. Filed numerically. (Daily, official.) 11 x 15 loose papers, 1 ft., in drawer of metal filing case. R. 405 (Bldg. A). (10,812)

209. REQUESTS FOR TRAVEL ORDERS, Apr. 24 - July 12, 1935. Requests for payment of transportation expenses, made by District supervisors. (Never.) 5½ x 8½ loose papers, 9 in., on wooden rack shelf. W. room, 5th floor, Section A (Bldg. B). (5,598)

210. REPORTS OF COMPLETED OR DISCONTINUED PROJECTS, May 14 - June 30, 1935. Reports from ERA engineers, showing location of project, status, description, reason for stoppage, equipment on hand, estimated cost, total cost. Filed numerically. (Daily, official.) 9 x 12 folders, ¾ in., in drawer of metal filing case. R. 403 (Bldg. A). (11,028)

211. SCHEDULE OF COLLECTIONS, May 20 - June 30, 1935. Funds returned to government by cities, towns, and individuals, to reconcile errors in accounting, overpayments, cases of forgery and miscellaneous restitution. Filed numerically. (Frequently, official.) 8½ x 11 loose-leaf books, ½ in., in drawer of metal desk. R. 404 (Bldg. A). (10,962)

212. RETURNED VOUCHERS, May 28 - June 30, 1935. Vouchers returned to transportation division by voucher examining section because of discrepancies in encumbrances. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 403 (Bldg. A). (10,764)

213. MISCELLANEOUS PAID VOUCHERS, June 1 - June 30, 1935. Giving encumbrance number, name of payee, amount paid. Filed numerically. (Monthly, official.) 10½ x 14 loose-leaf books, 1 in., in drawer of metal filing case. R. 403 (Bldg. A). (11,078)

214. PAID TRAVEL VOUCHERS, June 1 - June 30, 1935. Showing encumbrance number, name of payee, amount paid, name of project to be charged. Filed numerically. (Monthly, official.) 10½ x 14 loose-leaf books, 1½ in., in drawer of metal filing case. R. 403 (Bldg. A). (10,918)

215. TRANSMITTAL OF PURCHASE ORDERS, June 1 - June 30, 1935. Records of purchase orders, approved by procurement division and sent to voucher section for checking. Filed numerically. (Never.) 9 x 12 folders, ¾ in., in drawer of metal filing case. R. 403 (Bldg. A). (11,100)

Compensation Unit

216. MISCELLANEOUS LAWS, Apr. 1, 1934 - Jan. 24, 1935. Reports on compensation cases, bankruptcy act decisions, Massachusetts' appropriation act, wage rates, welfare laws, and public health nuisance law. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10½ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,366)

217. CRIMINAL CASES, Apr. 1, 1934 - June 30, 1935. Pertaining to records of persons who received compensation under false pretenses. Filed numerically. (Daily, official.) 9 x 12 folders, 2¼ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,322)

218. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Relating to accidents, compensation, investigations, property damage, complaints, personal injury and liability claims, and National Emergency Council. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 1½ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,369)

219. EXPENSES OF UNIT, Apr. 1, 1934 - June 30, 1935. Showing expense for transportation, office supplies, furniture, outside calls, car tickets issued to patients; also showing mileage covered by automobiles of unit personnel. Filed by subject. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 925 (Bldg. A). (11,321)

220. CWA DEATH CASES, Apr. 1, 1934 - June 30, 1935. Record of closed cases of fatalities, showing name and description of deceased, cause of injury and death, precautions used, related correspondence, reports of foremen. Filed numerically. 3 x 5 card index, 4 in. (Semi-annually, official.) 9 x 12 folders, 6¼ in., in drawer of wooden filing case. R. 925 (Bldg. A). (11,322)

221. CWA OPEN CASES, Apr. 1, 1934 - June 30, 1935. Showing cases on which claims are pending or injuries are considered permanent. Filed numerically. (Weekly, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,333)

222. ERA PROPERTY DAMAGE CLAIMS, Apr. 1, 1934 - June 30, 1935. Showing claims filed by persons claiming compensation for property damaged through activities of ERA projects. Filed numerically by claim numbers. (Daily, official.) 9 x 12 folders, 4½ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,205)

223. ERA INJURIES, CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Pertaining to claims of ERA employees, injured while working on projects, showing name of claimant, amount of damages, amount of claim, statement of suit, and name of doctor. Filed chronologically. (Daily, official.) 9 x 12 folders, 3¾ in., in drawer of metal filing case. R. 925 (Bldg. A). (9,976)

224. TELEGRAMS, May 17 - Sept. 17, 1934. From Compensation Commission, Washington, D.C., concerning compensation under ERA in Massachusetts. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 925 (Bldg. A). (9,979)

225. PASTURE CONTRACT CLAIMS, Apr. 19 - June 30, 1935. Claims filed by farmers for payment due for pasturing cattle according to ERA regulations. Filed numerically by claims. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 925 (Bldg. A). (11,309)

OFFICE OF DIRECTOR
Park Square Bldg., 31 St. James Ave.

226. CWA CORRESPONDENCE, Apr. 1, 1934 - July 1, 1935. Concerning finance, administration, complaints, appeals, projects, State Auditor's Office, and Federal ERA projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of metal filing case. R. 422. (11,037)

227. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With Administrative office relating to approval of work projects and with directors, supervisors, and heads of departments, relating to pay roll complaints, instructions, transfers, statistics, and accounting. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case and drawer of wooden filing case. Rs. 243 and 422. (10,657; 10,953)

228. CORRECTION OF PAY ROLLS, Jan. 2 - June 30, 1935. Corrections of additions, omissions, and over-charges in pay rolls. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 422. (11,121)

Field Audit Unit

229. REPORTS FROM MILLS, June 6, 1934 - June 30, 1935. Production of mills in Millville and Winchendon containing inventories of stock on hand, amount in process, total amount shipped to Federal Commodities Unit. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. R. 423 (Bldg. A). (11,325)

230. SHIPPING NOTICES, Aug. 4 - Nov. 5, 1934. Correspondence and telegrams to Massachusetts Drought Relief supervisor from Federal Surplus Relief corporation regarding shipments of cattle, showing number of carloads, car number and route. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 423 (Bldg. A). (11,149)

231. DAILY PRODUCTION, Sept. 4 - Dec. 20, 1934. Reports of daily production and shipments by abattoirs employed by Massachusetts Drought Relief Program, showing name and address of concern, date, commodity and quantity, point of shipment, name of carrier. Filed alphabetically. (Never.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 423 (Bldg. A). (11,382)

232. GENERAL CORRESPONDENCE, Sept. 26, 1934 - Feb. 8, 1935. From Federal Surplus Relief Corporation, New York, to Massachusetts Drought Relief Program, concerning reports relative to cattle received and disposed of, summaries of slaughtering and canning operations, number of government hides, and skins held by processors; also reports of frozen veal cut, packed and shipped. Filed chronologically. (Never.) 9 x 12 folders, 2 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,150)

233. CORRESPONDENCE FROM MILLS, Nov. 2, 1934 - June 30, 1935. Pertaining to reports received from mills at Millville and Winchendon, relative to changes made in records, and reason for change. Filed chronologically. (Daily, official.) 9 x 12 folders, 1½ in., in drawer of metal filing case. R. 423 (Bldg. A). (11,215)

234. WORK SHEETS, May 31 - June 17, 1935. Records of survey taken by field audit unit of transient centers, showing name of owner, location, terms of occupancy, duration, stipulations required, description of center, amount invested; also record of administration equipment, showing description, date purchased, cost, including rent, salvage value. Filed chronologically. (Never.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,235)

Inventory & Maintenance Unit

235. PURCHASE ORDERS, Apr. 1 - Nov. 15, 1934. Date, town, vendor's number, amount of purchase and goods. Filed numerically. (Never.) 8 x 14 vols., 3 in., in drawer of metal filing case. R. 302 (Bldg. A). (11,099)

236. FINANCIAL RECORD, Apr. 1, 1934 - June 30, 1935. Records of all furniture bought or rented, showing ERA number, article, description, size, condition, delivery, date, name of vendor, purchase order number, rental date, value, location, date and location. Filed numerically. (Daily, official.) 9 x 14½ folders, 2 in., on top of table. R. 302 (Bldg. A). (11,086)

237. INVENTORY RECORD CARDS, Apr. 1, 1934 - June 30, 1935. Records of furniture bought or leased for use of ERA, showing item, size, finish, condition, name and number of vendor, rental rate and date, location, address and date, and inventory value. Filed numerically. (Daily, official.) 4 x 6 loose cards, 1 ft. 3 in., in drawer of metal card cabinet. R. 302 (Bldg. A). (10,864)

238. PURCHASED TYPEWRITERS, Apr. 1, 1934 - June 30, 1935. Records showing name of machine, size of carriage, kind of type, new or used, vendor, date of rental, amount cost, serial number, and location of room. Filed alphabetically. 3 x 5 card index, 1 ft. 3 in. (Daily, official.) 4 x 6 cards, 7 in., in drawer of metal card cabinet. R. 303 (Bldg. A). (11,079)

239. CORRESPONDENCE WITH VENDORS, Apr. 1, 1934 - June 30, 1935. Concerning purchases, rentals, invoices, and questions about office furniture and appliances. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7½ in., in drawer of metal filing case. R. 303 (Bldg. A). (10,704)

240. ENCUMBRANCES, Apr. 1, 1934 - June 30, 1935. Records of encumbrances for purchases or rentals of office furniture in ERA offices throughout the State. Filed chronologically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 302 (Bldg. A). (10,843)

241. RECORD OF PURCHASES, Apr. 1, 1934 - June 30, 1935. Relating to rental and purchase of office furniture for Massachusetts. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft. 1 in., in 2 drawers of metal filing case. R. 302 (Bldg. A). (10,845)

242. RECORD OF RENTALS, Apr. 1, 1934 - June 30, 1935. Giving date, contract number, project sent to, encumbrance number, voucher number, rate per month, value of furniture, total rent paid, and where now located. Filed alphabetically. (Daily, official.) 4 x 6 cards, 7 in., in drawer of metal filing case. R. 303 (Bldg. A). (10,967)

243. TRANSFER OF FURNITURE, Apr. 1, 1934 - June 30, 1935. Showing description of furniture, date where from, where transferred, and whether rented or owned. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 320 (Bldg. A). (10,844)

244. INVENTORIES OF EQUIPMENT, Apr. 1, 1934 - June 30, 1935. Monthly inventories in the various districts, showing kind of equipment, number, condition, purchase costs, locations, and distribution numbers. Filed chronologically. (Monthly, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 303 (Bldg. A). (10,780)

245. MISCELLANEOUS CORRESPONDENCE WITH DISTRICT OFFICES, Apr. 1, 1934 - June 30, 1935. Information and instructions to district offices relative to furniture and appliances. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 303 (Bldg. A). (10,777)

246. PURCHASED ADDING MACHINES AND OTHER OFFICE APPLIANCES, Jan. 1 - June 30, 1935. Reports relative to adding machines, calculators, mimeograph machines, and electric clocks under ERA supervision, showing name of article, type, serial number, vendor, date of purchase, and location of room. Filed alphabetically. 3 x 5 card index, 2½ in. (Daily, official.) 4 x 6 cards, 3¼ in., in drawer of metal card cabinet. R. 303 (Bldg. A). (11,092)

247. RENTED ADDING MACHINES AND OTHER OFFICE APPLIANCES, Jan. 1 - June 30, 1935. Records relative to rented adding machines, calculators, mimeograph machines, and electric clocks under supervision of Massachusetts ERA. Filed alphabetically. 4 x 6 card index, 2½ in. (Daily, official.) 4 x 6 cards, 1½ in., in drawer of metal card cabinet. R. 303 (Bldg. A). (10,943)

248. TYPEWRITERS ON RENTAL, Jan. 1 - June 30, 1935. Records relative to rental of typewriters under Massachusetts ERA supervision, showing rental date, amount paid monthly, serial number, encumbrance number, contract and purchase order number, vendor, and room location. Filed alphabetically. 3 x 5 card index, 8 in. (Daily, official.) 4 x 6 cards, 8 in., in drawer of metal card cabinet. R. 303 (Bldg. A). (11,077)

249. ERA PROJECT RECORD, Jan. 10 - June 30, 1935. Recording every ERA project in Massachusetts whether State, Federal or CCC, and listing equipment, furniture and appliances. Filed numerically. (Monthly, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 303 (Bldg. A). (10,786)

250. CONTRACTS FOR OFFICE APPLIANCES AND FURNITURE, Mar. 1 - June 30, 1935. Standard Form 33, showing office appliances and furniture for Massachusetts. Filed chronologically. (Daily, official.) 14 x 16 loose-leaf books (7), 4 in., on desk top. R. 303 (Bldg. A). (10,966)

251. FURNITURE SUMMARY BY LOCATION OF PROJECTS, June 3 - June 30, 1935. Records of furniture in various projects, other than district office showing ERA number, description, size, condition, vendor's name, date procured, rate rental price, and date issued. Filed alphabetically. (Daily, official.) 9¾ x 11½ loose-leaf book, ½ in., in desk drawer. R. 302 (Bldg. A). (10,846)

252. FURNITURE SUMMARY BY LOCATION OF DISTRICTS, June 6 - June 30, 1935. Showing location of all ERA furniture in Massachusetts, showing number of district, ERA number, title of furniture, size, condition, name of vendor, and date of procurement. Filed geographically. (Daily, official.) 10½ x 17 columnar pads, ¼ in., in desk drawer. R. 302 (Bldg. A). (10,863)

Pay Roll Unit

253. IDENTIFICATION SLIP AND EARNINGS RECORD, Apr. 1, 1934 - June 30, 1935. ERA Form 402 and 404, showing name and address of employee, age, sex, code number, rate of pay, district; ERA Form 507, showing project, class, occupation, time worked, total hours in period, rate and amount of pay. Filed alphabetically. (Daily, official.) 5 x 8 cards, 30 ft. 3 in., in 30 pasteboard boxes. R. 243 (Bldg. A). (10,569)

254. APPLICATION FOR APPROVAL OF WORK PROJECT, Apr. 1, 1934 - June 30, 1935. FERA Form 141, showing date, name of sponsor, description and location of project, estimated cost, date project can be started. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of metal filing case. R. 243 (Bldg. A). (10,656)

255. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With Treasury Department concerning adjustments on vouchers. Filed alphabetically by towns and numerically by voucher numbers. (Daily, official.) 9 x 12 folders, 3 ft. 5 in., in 2 drawers of metal filing case. R. 241 (Bldg. A). (10,653)

256. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Concerning matters pertaining to pay roll unit, including changes, corrections, additions and deductions. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 6 ft. 3 in., in 3 drawers of metal filing cases. Rs. 242 and 222 (Bldg. A). (10,737; 10,834)

257. EARNING CARDS, Jan. 1 - June 30, 1935. ERA Form 507, administrative individual earnings, showing class, occupation, time worked, total hours, rate, and amount paid. Filed alphabetically. (Daily, confidential.) 5 x 8 cards, 6 in., in pasteboard boxes. R. 240 (Bldg. A). (10,585)

258. ADMINISTRATIVE PAY ROLLS, Jan. 1 - June 30, 1935. Listing name, address, occupation, and salary of employee. Filed chronologically. (Daily, confidential.) 14 x 24 loose-leaf books (6), 2 in., in drawer of metal filing case. R. 240 (Bldg. A). (10,586)

259. COPIES OF PAY ROLLS, Jan. 1 - June 30, 1935. State-wide projects pay rolls received from cities and towns, listing ERA employees on projects, number of hours worked, wages of each worker, amount of pay roll. Filed chronologically. (Occasionally, official.) 12 x 18 loose-leaf books, 41 ft., on 12 open steel shelves. R. 241 (Bldg. A). (10,655)

260. RECLASSIFICATION SLIPS, Jan. 2 - June 30, 1935. Authority and reason for change in work of employee, old and new rate and date of changes. Filed alphabetically. (Weekly, confidential.) 4 x 6 papers, 6 in., in box in locked drawers. R. 240 (Bldg. A). (10,584)

261. ALLOTMENTS, DISBURSEMENTS, AND SUMMARY, Apr. 6 - June 30, 1935. Allotments to projects, daily pay roll disbursements, balance, monthly summary of allotments, disbursements, and balances. Filed by project numbers. (Occasionally, official.) 12 x 16½ loose-leaf books, 1 in., in drawer of metal filing case. R. 242 (Bldg. A). (10,579)

Bulletins

262. ERA BULLETINS, Apr. 1, 1934 - June 30, 1935. Bulletins containing instructions and regulations relative to ERA procedure and to duties of Administrator relative to soldiers relief and public welfare recipients. Filed chronologically. (Frequently, official.) 9 x 12 folders, ¾ in., and 11 x 11½ loose-leaf book, 1¼ in., in drawer of desk and on open wooden shelf. R. 421 (Bldg. A). (10,936; 10,956)

Correspondence

263. CORRESPONDENCE AND REPORTS FROM CITIES AND TOWNS, July 20, 1934 - June 30, 1935. ERA Form 11-A reports submitted by field supervisors relative to families on relief; related correspondence. Filed alphabetically by cities and towns. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. R. 421 (Bldg. A). (11,118)

264. GENERAL CORRESPONDENCE, Jan. 1 - June 30, 1935. From various sources concerning rules and regulations pertaining to public welfare and soldiers' relief, segregated as to districts, State House, miscellaneous, interstate, and Washington. Filed alphabetically by districts. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 603 (Bldg. A). (11,131)

Miscellaneous Reports

265. MUNICIPAL STATISTICAL DATA, Apr. 1, 1934 - June 30, 1935. Survey of economic conditions in cities and towns, showing population, tax rate, assessed valuation of property, per capita debt, financial rating, number of residents on projects, number receiving surplus commodities, value of surplus commodities, value of surplus commodities distributed. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 1½ in., in drawer of metal filing case. R. 603 (Bldg. A). (11,184)

266. STATISTICAL ANALYSIS, Apr. 1, 1934 - June 30, 1935. Analysis of monthly reports from towns on public welfare and soldiers' relief cases, showing ERA relief cases, analysis of purchases, and obligations incurred for rental of equipment and service charges. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 9 in., in 2 drawers of metal filing cases. R. 603 (Bldg. A). (11,244; 11,250; 11,252)

267. ADMINISTRATIVE EXPENSE DATA, Apr. 1, 1934 - June 30, 1935. Showing commitment of all administrative obligations of ERA on employment relief projects. Filed chronologically. (Daily, official.) 12 x 18 loose-leaf books, ½ in., on shelf in vault. R. 603 (Bldg. A). (11,380)

268. MONTHLY SUMMARY AND ANALYSIS, Apr. 1, 1934 - June 30, 1935. Reports, showing total obligations incurred each month against ERA funds. Filed chronologically. (Daily, official.) 12 x 18 loose-leaf books, ½ in., on desk. R. 603 (Bldg. A). (11,241)

269. OBLIGATIONS FROM LOCAL PUBLIC FUNDS, Apr. 1, 1934 - June 30, 1935. Report of obligations against local public relief funds in towns and cities of Massachusetts, showing expenditures for clothing and direct relief. Filed chronologically. (Daily, official.) 9 x 12 folders, 5½ in., on shelf in vault. R. 603 (Bldg. A). (11,319)

270. STATISTICAL RELIEF DATA, Apr. 1, 1934 - June 30, 1935. Resume' of data obtained from monthly reports on expenditures for public welfare and soldiers' relief in Massachusetts. Filed chronologically. (Daily, official.) 12 x 16 loose-leaf books, 2½ in., on shelf in vault. R. 603 (Bldg. A). (11,242)

271. RELEASES FROM WASHINGTON, D.C., Apr. 1, 1934 - June 30, 1935. Records concerning ERA showing employment, occupational characteristics, housing projects, relief and nonrelief cases, school aid, and the Transient Division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 421 (Bldg. A). (10,896)

272. RECORD OF STATE LABOR DEPARTMENT, July 3, 1934 - June 30, 1935. Employment in the field on buildings, road construction, agricultural cultivation, and rural research; also outside figures on retail trade and public utilities. Filed by subject. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 421 (Bldg. A). (10,897)

273. WEEKLY REPORTS, Feb. 21 - June 30, 1935. Listing number of people on relief, hours worked, earnings, number of men and women on ERA projects, total number of projects working, number of hours worked. Filed by subject. (Weekly, official.) 9 x 12 folders, ¾ in., in drawer of metal filing case. R. 421 (Bldg. A). (11,006)

274. ADVISE OF PROJECT AUTHORIZATION, Apr. 8 - June 30, 1935. Letters from Assistant Administrator, Washington, D.C., pertaining to finances of State-wide and Federal projects in Massachusetts, showing location of project, character of work, State ERA number, allotment, project number, and date. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 421 (Bldg. A). (10,896)

Reports

275. SPECIAL REPORTS, Apr. 1, 1934 - June 30, 1935. Reports concerning relief data compiled by statistical unit on request of cities and towns, showing number of relief cases, earnings by month and year, information on Federal funds, and summary of projects. Filed chronologically. (Frequently, official.) 9½ x 11½ loose-leaf books, 2 in., on open wooden shelf. R. 421 (Bldg. A). (10,782)

276. MONTHLY RELIEF REPORTS, PUBLIC WELFARE AND SOLDIERS RELIEF, Apr. 1, 1934 - June 30, 1935. Applications handled each month, unemployment relief cases, analyses of cases, effects of Works Program on relief load. Filed alphabetically by towns. (Daily, official.) 11 x 12 envelopes and 9 x 12 folders, 8 ft. 5¼ in., in wooden bin and in 3 drawers of metal filing cases. R. 603 (Bldg. A). (11,245; 11,248; 11,251)

277. SUMMARY OF RELIEF REPORTS, Apr. 1, 1934 - June 30, 1935. Compiled from reports of accountant's total and State totals (copies); originals sent to Washington. Filed chronologically. (Daily, official.) 15 x 42 loose-leaf books, 6 in., on shelves in vault. R. 603 (Bldg. A). (11,247)

278. MONTHLY RELIEF REPORTS, Apr. 1, 1934 - June 30, 1935. Showing number of active cases, number of cases receiving relief during month, resident families, single cases, number of re-opened cases, expense for travel, supplies, etc. (copies). Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of metal filing cases. R. 603 (Bldg. A). (11,180; 11,182; 11,183)

279. PAY ROLL REPORT, Apr. 1, 1934 - June 30, 1935. Pertaining to monthly expenditures on wage earners from federal allotments only. Filed chronologically. (Daily, official.) 14 x 20 loose-leaf books, 8 in., on 6 shelves in vault. R. 603 (Bldg. A). (11,430)

280. SUNDRY REPORTS, Apr. 1, 1934 - June 30, 1935. Containing miscellaneous statistical information, including case loads, registrants, and related correspondence. Filed chronologically. (Frequently, official.) 11 x 11½ loose-leaf book, 1 3/8 in., on open wooden shelf. R. 421 (Bldg. A). (10,991)

281. MONTHLY REPORTS, Nov. 2, 1934 - June 30, 1935. Containing relief data from six districts in Massachusetts including number of relief cases, number of persons available for projects, and analysis of relief statistics. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 7/8 in., in drawer of metal filing case. R. 421 (Bldg. A). (11,164)

Transportation Unit

282. RECORD OF PAY FOR TRAVEL, Apr. 1, 1934 - Mar. 15, 1935. Showing name, address, period authorization number, mileage, voucher number and amount. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 ft. 5 in., in 9 pasteboard boxes. R. 386 (Bldg. A). (11,363)

283. MISCELLANEOUS TALLY SHEETS, Jan. 1 - June 30, 1935. FERA Form 166, sent from Treasurer's department to this office, relative to checking on travel expenses, as allocated, on travel vouchers. Filed numerically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 836 (Bldg. A). (11,335)

Applications for Employment

284. APPLICATIONS FOR POSITIONS, Apr. 1, 1934 - June 30, 1935. Showing names of applicants, addresses, principal types of work engaged in, business contacts, and fields of best experience. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,130)

285. APPLICATIONS FOR EMPLOYMENT, ERA, Apr. 1, 1934 - June 30, 1935. Listing dates, names of applicants, addresses, dates of birth, voting residences, health, marital condition, number of dependents, and kinds of work wanted. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 10 in., in 2 drawers of metal filing case. R. 436 (Bldg. A). (11,179)

286. APPLICATIONS FOR LEAVES OF ABSENCE OF ALLOTMENT AND CONTROL DIVISION, FINANCIAL DEPARTMENT, Sept. 14, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders $1\frac{3}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,027)

287. CAMP DIVISION APPLICATIONS FOR LEAVE, Sept. 25, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $2\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,924)

288. STATE TIMEKEEPER'S CONTROL UNIT, APPLICATIONS FOR LEAVE, Oct. 10, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,987)

289. APPLICATIONS FOR LEAVE, PERSONNEL OF FIELD AUDITING DIVISION, Oct. 11, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,137)

290. APPLICATIONS FOR LEAVE, ADMINISTRATION DIVISION OF DISTRICT 4, Dec. 24, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $3\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,171)

291. APPLICATIONS FOR LEAVE, FHA, Apr. 11 - June 30, 1935. Application for leave of ERA Federal Housing employees. Filed alphabetically. (Rarely, official.) 9 x 12 folders, $\frac{3}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,923)

292. APPLICATION AND LEAVE RECORDS, SAFETY DIVISION, June 2 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,993)

Correspondence

293. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Relative to purchase of supplies and equipment for this office and district offices in Massachusetts. Some filed chronologically, some numerically. (Some daily, some weekly, official.) 9 x 12 folders, 3 ft. 5 in., in 3 drawers of metal filing cases. Rs. 262, 435, 436 (Bldg. A). (10,590; 10,992; 11,131)

294. CORRESPONDENCE, ERA, Apr. 1, 1934 - June 30, 1935. With district offices in Massachusetts relative to administrative expenses, covering telephones, furniture, stationery, electricity, rent, etc. Filed numerically. (Rarely, official.) 9 x 12 folders, 5 ft. 2 in., in 2 drawers of metal filing case. R. 436 (Bldg. A). (11;177)

295. MISCELLANEOUS CORRESPONDENCE, Apr. 10, 1934 - June 30, 1935. Records of various local administrative officers in Massachusetts and including pay roll; Standard Form 8, oath of office; application for leave. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 435 (Bldg. A). (10,980)

296. GENERAL CORRESPONDENCE, Jan. 11 - June 30, 1935. Relative to employment, relief, termination of leaves, bids on office supplies, and bulletins. Some filed chronologically, some alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in 2 drawers of metal filing case. Rs. 259, 435 (Bldg. A). (10,573; 10,914; 11,063)

Miscellaneous Records

297. RECORD OF INDIVIDUAL ABSENCES, WORK PROJECTS, Apr. 1, 1934 - June 30, 1935. Listing employees of ERA State-wide work projects, showing date of oath, accumulated leave due, extension of leave on account of sickness. Filed alphabetically. (Daily, official.) 5 x 8 loose cards, $7\frac{1}{2}$ in., in cardboard box. R. 435 (Bldg. A). (11,174)

298. RECORD OF INDIVIDUAL ABSENCES, ADMINISTRATIVE DIVISION, Apr. 1, 1934 - June 30, 1935. Record of absences of employees of Administrative Divisions in the District. Filed numerically. Index. (Daily, official.) 5 x 8 loose cards, 9 in., in 9 drawers of metal card cabinets. R. 435 (Bldg. A). (11,173)

299. RECORD OF INDIVIDUAL ABSENCES, STATE ADMINISTRATIVE DIVISION, Apr. 1, 1934 - June 30, 1935. Daily record showing name of employee, date of oath, salary, accumulated leave from previous year, extension of leave on account of sickness. Filed alphabetically. Index. (Daily, official.) 5 x 8 loose cards, 7 in., in pasteboard box and in 3 drawers of metal card cabinets. R. 435 (Bldg. A). (10,973)

300. SHIPPING ORDERS RECEIVED, Apr. 1, 1934 - June 30, 1935. Record of merchandise, including paper, pencils, and ink, showing amount of stock, name and address of vendor, and materials received. Filed chronologically. (Daily, official.) 4 x 5 cards, 8 in., in pasteboard box. R. 262 (Bldg. A). (10,700)

301. TIMEKEEPERS' OATH OF OFFICE, ERA, Apr. 1, 1934 - June 30, 1935. Records of oaths of office taken by timekeepers. Filed chronologically. (Monthly, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,133)

302. DAILY RECORD SHEET, Apr. 1, 1934 - June 30, 1935. Record of supplies taken from stock for ERA units and projects, showing name of article, quantity, department to be charged, names of recipient and checker. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 262 (Bldg. A). (10,556)

303. KINDS OF MERCHANDISE ON HAND, Apr. 1, 1934 - June 30, 1935. Perpetual inventory of supplies, including pencils, pens, paper, erasers, rubber stamps, carbon paper, and ink. Filed alphabetically. (Daily, official.) 4 x 5 loose cards, 4 in., in pasteboard box. R. 262 (Bldg. A). (10,701)

304. COST OF EXPRESS SHIPMENTS, Apr. 1, 1934 - June 30, 1935. Record of supplies and bulletins sent to district offices and projects, showing amount of shipment, kind of merchandise, rate, name and address of addressee, express company, number of pieces sent. Filed chronologically. (Daily, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. R. 259 (Bldg. A). (10,664)

305. TELEGRAMS SENT TO WASHINGTON, D.C., Apr. 1, 1934 - June 30, 1935 Requests for instructions and information concerning distribution of bulletins and supplies. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 259 (Bldg. A). (10,622)

306. LIST OF VENDORS, Apr. 4, 1934 - June 30, 1935. Giving name and address of vendor and kind of merchandise. Filed alphabetically. (Weekly, official.) 3 x 5 loose cards, 3½ in., in pasteboard box. R. 262 (Bldg. A). (10,702)

307. FIELD OFFICE MEMORANDA, June 11, 1934 - June 30, 1935. Recording appointments, resignations, and other changes in personnel and in operation of field offices. Filed alphabetically by towns. (Monthly, official.) 9 x 12 folders, 1 ft. ½ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,129)

308. RECORD OF SUPERVISORS, Sept. 16, 1934 - June 30, 1935. Showing names of supervisors, past experiences, project previously assigned to and name of project now supervising. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 435 (Bldg. A). (11,132)

309. PURCHASE VOUCHERS, Nov. 16, 1934 - May 3, 1935. Standard Form 33, showing purchases of furniture, office supplies, telephone service, and transportation for central and district offices of the office management unit. Filed numerically. (Monthly, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,228)

Research Division Library

310. GENERAL CORRESPONDENCE, Jan. 10 - June 30, 1935. Internal memoranda and correspondence concerning photographs, daily and weekly newspapers, negatives, and ERA administrative offices. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of desk. R. 926 (Bldg. A). (9,975)

Personnel Records Unit

311. ADMINISTRATIVE PERSONNEL, Apr. 1, 1934 - June 30, 1935. Confidential records of applications and oaths of office, names and addresses of administrative employees in Massachusetts, education, work histories, assignments, salaries, and names of departments. Filed alphabetically by districts. (Daily, confidential.) 4 x 6 cards and 9 x 12 folders, 6 ft. 8 in., in 2 pasteboard boxes and in 4 drawers of metal filing cases R. 412 (Bldg. A). (10,715; 10,824)

312. ADMINISTRATIVE PERSONNEL TERMINATIONS, Apr. 1, 1934 - June 30, 1935. Listing employees who have resigned or have been discharged. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 8 ft. 1½ in., in 4 drawers of metal filing cases. R. 412 (Bldg. A). (10,901)

313. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Concerning personnel; also requests for information or positions. Filed alphabetically (Daily, confidential.) 9 x 12 folders, 1 ft. 7¼ in., in drawer of metal filing case. R. 412 (Bldg. A). (10,713)

314. ADMINISTRATIVE PERSONNEL RECORD, Apr. 1, 1934 - June 30, 1935. Showing complete work histories of employees, assignments, transfers, and salaries. Filed alphabetically by districts. Index. (Daily, confidential.) 5 x 8 paper slips, 1 ft., in drawer of metal filing case. R. 412 (Bldg. A). (11,044)

Production Records

315. MAILING AND SHIPPING LIST, July 15, 1934 - June 30, 1935. Listing name and address of persons to whom publications are sent. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 1 in., in 2 pasteboard boxes. R. 13 (Bldg. A). (10,088)

Records of Leave

316. RECORDS OF LEAVES, ADMINISTRATIVE DEPARTMENT, Apr. 1, 1934 - June 30, 1935. Records of annual and sick leave, showing name of employee, date, and days absent. Filed alphabetically. (Daily, official.) 9 x 11¾ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,201)

317. RECORD OF LEAVES, CCC, Apr. 1, 1934 - June 30, 1935. Showing location of camp, date, name of employee, and days on leave. Filed alphabetically. (Daily, official.) 9 x 11¾ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,974)

318. LEAVE APPLICATIONS OF DISTRICT 5, Apr. 1, 1934 - June 30, 1935. Applications for leave, Administrative Divisions, showing date, name, department, reason for leave, sick, annual, or without pay. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,384)

319. RECORD OF LEAVES, STATISTICAL DIVISION, Apr. 1, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,989)

320. APPLICATIONS FOR LEAVE, PAY ROLL PREPARATION DEPARTMENT, Apr. 18, 1934 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7½ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,012)

321. RECORD OF LEAVES, INJURY AND COMPENSATION DIVISION, Aug. 28, 1934 - June 30, 1935. Showing name of employee, date, location, days requested and granted for leave. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,207)

322. OFFICE MANAGEMENT RECORD OF LEAVES, Sept. 4, 1934 - June 30, 1935. Filed alphabetically. 3 x 5 card index, 1 ft. 1 in. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,009)

323. RECORD OF LEAVES FOR DISTRICT 2, ADMINISTRATIVE DIVISION, Sept. 4, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,172)

324. FINANCE EXECUTIVE RECORD OF LEAVES OF ABSENCE, Sept. 7, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, ¼ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,337)

325. RECONCILIATION DIVISION, RECORD OF LEAVES, Sept. 21, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,013)

326. TRAVEL DIVISION LEAVE RECORDS, Sept. 22, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $2\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,959)

327. EMPLOYMENT DEPARTMENT LEAVE RECORDS, Sept. 27, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $1\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,915)

328. RECORD OF LEAVES, VOUCHER REGISTER DIVISION, Sept. 27, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,011)

329. RECORD OF LEAVES, WOMEN'S AND PROFESSIONAL DIVISION, Oct. 2, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $1\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,973)

330. WORK PROJECTS LEAVE RECORDS OF DISTRICT 2, Oct. 2, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $5\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,696)

331. LEAVE RECORDS OF DISTRICT 3, WORK PROJECTS, Oct. 3, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 435 (Bldg. A). (10,926)

332. LEAVE RECORDS OF DISTRICT 1, ADMINISTRATIVE DIVISION, Oct. 4, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 435 (Bldg. A). (11,170)

333. RECORD OF LEAVES, STATE-WIDE WORK PROJECTS, Oct. 5, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $2\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,940)

334. LEAVE RECORDS, DISTRICT 4, WORK PROJECTS, Oct. 8, 1934 - June 30, 1935. Filed alphabetically. (Weekly, official.) 9 x 12 folders, $1\frac{3}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,135)

335. DISTRICT 1, WORK PROJECTS LEAVE RECORDS, Oct. 10, 1934 - June 30, 1935. Showing name of employee, date, days requested and granted, signatures of heads of departments and division. Filed alphabetically. (Daily, official.) 9 x 12 folders, $3\frac{3}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,931)

336. PAY ROLL DISTRIBUTION, RECORD OF LEAVES, Oct. 10, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,175)

337. STATE OPERATIONS, LEAVES RECORDS, Oct. 10, 1934 - June 30, 1935, Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $4\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (10,982)

338. RECORD OF LEAVES, 3d DISTRICT, ADMINISTRATION DIVISION, Oct. 22, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $11\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,169)

339. DISTRICT 6 LEAVE RECORDS, ADMINISTRATION DIVISIONS, Dec. 7, 1934 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $4\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,527)

340. INDIVIDUAL RECORD OF ABSENCES, LOCAL ADMINISTRATIVE OFFICES, Jan. 1 - June 30, 1935. Filed alphabetically. 3 x 5 card index, $4\frac{1}{2}$ in. (Daily, official.) 5 x 8 loose cards, $4\frac{1}{2}$ in., in pasteboard box. R. 435 (Bldg. A). (10,979)

341. RECORD OF LEAVES, WORK PROJECTS OF DISTRICT 6, Mar. 14 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 435 (Bldg. A). (10,975)

342. RECORDS OF LEAVES, WORK PROJECTS OF DISTRICT 5, Apr. 15 - June 30 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,136)

343. LEAVE RECORDS, NYA, May 2 - June 30, 1935. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 435 (Bldg. A). (11,010)

Requisitions

344. ERA REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Requisitions for supplies, by local ERA administrators throughout Massachusetts, showing date, location, articles desired, and signature of administrator. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. 259 (Bldg. A). (11,213)

345. INTERNAL REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Showing purchases of office supplies for administrative offices. Filed chronologically. (Daily, official.) 5 x 8 loose sheets, 5 ft. $7\frac{1}{2}$ in., in 7 pasteboard boxes. R. 262 (Bldg. A). (10,665)

346. ERA REQUISITIONS FOR ADMINISTRATIVE EXPENSE, Apr. 1, 1934 - June 30, 1935. Covering desks, telephone service, stationery, rent, salaries, and travel expenses. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 7 in., in drawer of metal filing case. R. 436 (Bldg. A). (10,994)

347. RECORD OF REQUISITIONS RECEIVED, Apr. 1, 1934 - June 30, 1935. Showing name and location of project, date, kind of material, amount of requisition, and date received by project or unit. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf book, ¼ in., on top of desk. R. 262 (Bldg. A). (10,548)

348. REQUISITIONS FROM ERA STATE-WIDE PROJECTS, Apr. 1, 1934 - June 30, 1935. Requisitions for office supplies (copies). Filed numerically. (Weekly, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 262 (Bldg. A). (10,698)

Director's Office

349. INTER-OFFICE CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With ERA officials in Park Square Building, concerning miscellaneous subjects relative to CWA, ERA and WPA. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 2 ft. 6 in., in drawer of metal filing case. R. 412 (Bldg. A). (11,024)

Engineering Unit

350. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With Washington officials and cities and towns in Massachusetts relative to project operations. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in 2 drawers of metal filing case. R. 205 (Bldg. A). (10,841)

351. TOOL TRANSFER RECORD, Apr. 1, 1934 - June 30, 1935. Record of tools at Army base, Boston, also tools transferred from one project to another, showing type, quantity, cost of item, and destination. Filed alphabetically by items. 3 x 5 card index. (Daily, official.) 8½ x 9½ cards, 3 in., in drawer of metal filing case. R. 205 (Bldg. A). (10,674)

352. REQUESTS FOR MATERIALS AND INVENTORY, Apr. 1, 1934 - June 30, 1935. Requests received from local sponsors for materials to be used on projects, showing type and quantity desired; inventories of materials on hand. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 205 (Bldg. A). (10,860)

353. TRANSIENT CAMPS, Apr. 15, 1934 - June 30, 1935. Monthly reports submitted by supervisors of transient camps in Massachusetts, showing condition of camp, sanitation, sleeping facilities, number of transients; also copies of related correspondence forwarded to Washington, Filed chronologically. (Rarely, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 205 (Bldg. A). (10,840)

354. REPORTS ON AIRPORTS, June 1, 1934 - June 30, 1935. Monthly reports received from field supervisors relative to work being performed at airports in Massachusetts, showing status of land, amount of land, amount of allotment for labor and equipment, amount spent, and amount required for completion of work; also related correspondence, and copies of monthly

reports sent to Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. R. 205 (Bldg. A). (10,839)

355. BULLETINS, June 18 - June 30, 1935. Washington and inter-office bulletins containing information and instructions pertaining to project operations. Filed numerically by bulletin number. (Daily, official.) 10 x 11½ loose-leaf books, ½ in., on top of filing case. R. 205 (Bldg. A). (10,913)

Executive Unit

356. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Letters sent Massachusetts containing information relative to procedure, regulations, explanations of rulings, etc. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft., in drawer of metal filing case. R. 411 (Bldg. A). (10,820)

357. PRIMARY SHEETS, Apr. 1, 1934 - June 30, 1935. Showing name of project, number of men and women employed, location of project, type of work, signature of State Administrator. Filed numerically. (Never.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 202 (Bldg. A). (10,479)

358. AUTHORIZATION FOR ERA RATE CHANGES, Apr. 2, 1934 - June 30, 1935. Showing name of project, number of men and women employed, location of project, type of work, signature of State Administrator. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawer of metal filing case. R. 411 (Bldg. A). (10,869)

359. CERTIFIED PROJECTS, Apr. 2, 1934 - June 30, 1935. Card records of ERA State-wide projects, showing name of project, amount approved, location, man-hours worked, name of sponsor's agent. Filed alphabetically. (Daily, official.) 3 x 5 cards, 11 in., in pasteboard boxes. R. 411 (Bldg. A). (10,826)

360. ENGINEERING STATISTICS, Apr. 2, 1934 - June 30, 1935. Completed ERA projects, showing amount of money expended, including ERA funds and local contributions, time project started and completed, number of hours worked, description of project, estimated and actual cost, and type of work. Filed by subject. (Weekly, official.) 10 x 14 loose-leaf books, 8 in., on desk. R. 411 (Bldg. A). (10,972)

361. REVIEW OF ERA PROJECTS, Apr. 2, 1934 - June 30, 1935. Type of projects, terms of approval, time allotted, and money expended. Filed by subject. (Daily, official.) 10 x 12 loose-leaf book, ½ in., on desk. R. 411 (Bldg. A). (11,033)

Field Engineering Unit

362. MISCELLANEOUS CORRESPONDENCE, Jan. 1 - June 30, 1935. With district directors, pertaining to help, changes, and supplies. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 207 (Bldg. A). (10,501)

363. TRAVEL AUTHORIZATIONS, Jan. 2 - June 30, 1935. Showing name and address of employee, authority to travel, location, distance, time, date, and amount. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. 207 (Bldg. A). (10,384)

Projects Unit

364. PROJECT HISTORY, ERA, Apr. 1, 1934 - June 30, 1935. ERA Forms 140 and 141, showing application, approval, and description of projects; also, correspondence and transfer of projects from CWA to ERA. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 114 ft., in 70 drawers of metal filing cases. R. 204 (Bldg. A). (10,274)

365. PROJECT REGISTER, Apr. 1, 1934 - June 30, 1935. Showing project number and location, date received and date forwarded. Entered numerically. Index. (Daily, official.) 12 x 17 loose-leaf books, 1 3/8 in., on desk. R. 204 (Bldg. A). (10,790)

366. STATE SERIAL NUMBERS OF PROJECTS, Apr. 1, 1934 - June 30, 1935. Showing registration and State serial numbers of projects, date received, and date forwarded. Entered numerically. Index. (Daily, official.) 12 x 19 loose-leaf books, 1 3/8 in., on table. R. 204 (Bldg. A). (10,802)

Safety Unit

367. CORRESPONDENCE, Jan. 2 - June 30, 1935. Between safety consultant and safety inspectors regarding accidents. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 410 (Bldg. A). (11,040)

368. FIRST AID SUPPLY AND EQUIPMENT, Jan. 2 - June 30, 1935. Record of supplies sent first aid units, showing name and address of unit, date of receipt and shipment of order, description of material, signature of recipient. Filed chronologically. (Daily, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. R. 410 (Bldg. A). (10,868)

369. INSPECTION OF BUILDINGS FOR WOMEN'S PROJECTS, Jan. 2 - June 30, 1935. Reports of fire hazards, exits, sanitary conditions, and ventilation in buildings, housing, sewing, canning, commissary, and knitting projects. Filed chronologically. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 410 (Bldg. A). (10,866)

370. SAFETY INSPECTION REPORTS, Jan. 2 - June 30, 1935. ERA Form 352, accident record, showing date, number of project, location, conditions found, and recommendations (copies). Filed chronologically. (Daily, official.) 5 x 8 paper slips, 6 in., in drawer of metal filing case. R. 410 (Bldg. A). (11,041)

371. SEMI-MONTHLY INJURY SUMMARY, Jan. 2 - June 30, 1935. Accident records, giving direct cause, name, project number, amount of time lost, injuries, total lost time, and deaths. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 410 (Bldg. A). (10,867)

Recreation Division

372. FIELD REPORTS ON RECREATION, Jan. 8 - June 30, 1935. Summarizing reports on progress of community center, library, and game and reading room projects, showing sponsors' opinions of work accomplished, new contacts in adjoining towns, actual work done, and suggested changes. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 211-C (Bldg. A). (10,400)

Transient Division

373. WASHINGTON, D.C., CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With headquarters, Washington, D.C., concerning organization, progress, and administration of transient camps. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,599)

374. WORK PROJECTS AT TRANSIENT CAMPS, Apr. 1, 1934 - June 30, 1935. Records of work done by transients, including construction of laundries, shoe shops, knitting shops, and the extermination of rats. Filed chronologically. (Weekly, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,474)

375. CASE CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Concerning certification of transients and requests for information about missing persons. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,438)

376. INTERNAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. With Administrative, Disbursing, Legal, Engineering, Purchasing, and Office Management departments in Park Square Building. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,367)

377. EARLY MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Concerning transportation, medical and dental activities, pay rolls, personnel, unemployables, State organization, and interstate cases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,601)

378. MONTHLY STATISTICAL REPORTS, Apr. 1, 1934 - June 30, 1935. Complete statistical reports of Transient Division during ERA period, including cost of cases, active cases on register, number and status of origin. Filed chronologically. (Daily, official.) 9 x 12 folders, 7½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,600)

379. CORRESPONDENCE TO CAMPS AND CENTERS, Apr. 1, 1934 - June 30, 1935. Relating to certification of transients, case histories, contracts, and administration. Filed alphabetically by camps. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,602)

380. CORRESPONDENCE REGARDING REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Between ERA Accounting Office and supervisors of transient camps and centers at Springfield, Wakefield, Boston and Charlestown, Lawrence, Warwick, Worcester and Greenfield, concerning requisitions for supplies and materials. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 1 ft. 3 in., in drawers of metal filing case. R. 32 (Bldg. A). (10,278; 10,280; 10,287; 10,291; 10,292; 10,443; 10,444)

381. TRANSIENTS AT CAMPS, Apr. 1, 1934 - June 30, 1935. List giving name of individual and trade experience. Filed alphabetically. (Monthly, official.) 3 x 5 loose sheets, 10 in., in pasteboard box. R. 32 (Bldg. A). (10,388)

382. GEORGETOWN TRANSIENT CAMP REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Requisitions for fresh and canned foods, meats, bread, flour, coffee, milk, coal, wood, and clothing (copies). Filed numerically. (Weekly, official.) 9 x 12 folders, 8¼ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,381)

383. GENERAL CORRESPONDENCE, BOSTON, Apr. 1, 1934 - June 30, 1935. With other transient camps concerning administration, clothing, education, men eligible for ERA work, private agencies, vocational schedules, settlement laws, transportation, and work projects. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of wooden filing case. R. 32 (Bldg. A). (10,491)

384. GREENFIELD TRANSIENT CAMP REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Requisitions for meats, fresh and canned goods, coffee, milk, flour, bread, coal, wood, and clothing (copies). Filed numerically. (Weekly, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,774)

385. SPRINGFIELD TRANSIENT CAMP REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Weekly, official.) 9 x 12 folders, 1 ft. 7 in., in 2 drawers of metal filing case. R. 32 (Bldg. A). (10,493)

386. CHART OF ACCOUNTS, Apr. 1, 1934 - June 30, 1935. Financial statements of camps under State control, showing appropriations, amounts expended, and balance. Filed chronologically. (Rarely, official.) 10 x 14 loose-leaf books, 4½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,536)

387. GENERAL CORRESPONDENCE, SPRINGFIELD, Apr. 1, 1934 - June 30, 1935. With other districts concerning materials for camps, check-out lists, American Youth Council, census, and other matters. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,490)

388. TRANSIENT CAMP REQUISITIONS, WORCESTER, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Rarely, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,494)

389. TRANSIENT CAMP REQUISITIONS, CHARLESTOWN, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 32 (Bldg. A). (10,185)

390. TRANSIENT CAMP REQUISITIONS, LAWRENCE, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 32 (Bldg. A). (10,856)

391. TRANSIENT CAMP REQUISITIONS, WAKEFIELD, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Daily, official.) 9 x 12 folders, 2 ft. 5 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,183)

392. TRANSIENT CAMP REQUISITIONS, WARWICK, Apr. 1, 1934 - June 30, 1935. Filed numerically by requisition number. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,492)

393. STATE BUREAU REQUISITIONS, Apr. 1, 1934 - June 30, 1935. For rent of telephones, desks, tables, chairs, stationery, garage, purchase of gas and oil, travel expenses. Filed numerically. (Daily, official.) 9 x 12 folders, 2¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,800)

394. CHANGE IN WORK STATUS, Apr. 1, 1934 - June 30, 1935. Listing name and address of employee, identification number, date of change, case number, last place of employment, place to which transferred, signatures of employee and foreman. Filed alphabetically. (Never.) 4 x 6 loose slips, 9 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,390)

395. PURCHASE ORDERS, Apr. 1, 1934 - June 30, 1935. For transient camps, including food, clothing, coal, wood, gas, oil, rental of trucks, lumber, labor, kitchen equipment, and bedding. Filed numerically. (Never.) 9 x 12 folders, 5 ft. 9 in., in 2 drawer of wooden filing case. R. 32 (Bldg. A). (10,563)

396. REGISTRATION CARDS, Apr. 1, 1934 - June 30, 1935. Showing names of transients, registration numbers, name of camp to which assigned, date of birth, place of legal residence, personal description, trade, signatures of applicant and agent. Filed chronologically. (Never.) 3 x 5 cards, 4 ft. 2 in., in wooden box. R. 32 (Bldg. A). (10,393)

397. BUDGETARY CONTROL, Apr. 1, 1934 - June 30, 1935. Camp accounts, showing appropriations, expenses incurred for food and clothing, total expense, also inventories of merchandise on hand. Filed chronologically. (Monthly, official.) 16 x 32 vols., 1⅓ in., on top of cabinet. R. 32 (Bldg. A). (10,417)

398. EXPENDITURES FOR CAMPS, Apr. 1, 1934 - June 30, 1935. Listing expenditures for clothing, gas, oil, truck hire, coal, medical care, bedding materials, and recreational equipment with record of date purchased, material, quantity, cost per item, and total cost. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf books (2), 1¼ in., on top of desk. R. 32 (Bldg. A). (10,396)

399. RECLASSIFICATION OF EMPLOYEES, Apr. 1, 1934 - June 30, 1935. Showing reclassification of men at camps to a higher rating after they have served their apprenticeship. Filed alphabetically. (Never.) 4 x 6 cards, 7 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,566)

400. CORRESPONDENCE REGARDING WARWICK CAMP, Apr. 1, 1934 - June 30, 1935. Concerning condemned goods, certification of transients, commodity distribution, injury report, and garden produce. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,421)

401. CASH RELIEF FOR SPRINGFIELD, Apr. 1, 1934 - June 30, 1935. Recording cash payments to transients for miscellaneous items. Filed chronologically. (Never.) 8 x 12 vol., 1¼ in., on top of cabinet. R. 32 (Bldg. A). (10,374)

402. REQUESTS FOR OFFICE SUPPLIES, Apr. 1, 1934 - June 29, 1935. For State headquarters of Transient Division under CWA and ERA. Filed chronologically. (Daily, official.) 9 x 12 folders, 5¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,406)

403. TRANSIENT DIVISION FINANCIAL REPORTS, Apr. 1, 1934 - June 30, 1935. Showing expenditures, fund reconciliation, commodity reconciliation, and summary of balances. Filed chronologically. (Daily, official.) 14 x 18 loose-leaf books, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,158)

404. BLANKET REQUISITIONS, May 17 - Nov. 15, 1934. For camp necessities, including toilet articles, soap, towels, cotton gloves, work shirts, pants, hose, sheets, pillow cases, etc. Filed numerically. (Never.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,568)

405. CONSTRUCTION WORK AT TRANSIENT CAMPS, June 7, 1934 - June 30, 1935. Record of work done by transients and others at various camps, showing classification and wage of each worker. Filed by subject. (Weekly, official.) 9 x 12 folders (7), 5 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,771)

406. MENUS AND FAMILY BUDGETS, June 23, 1934 - June 30, 1935. Showing complete breakfast, dinner, and supper menus for camps; also suggestions for family budgets. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,435)

407. STOCK CARD, July 1, 1934 - June 30, 1935. Showing names of items purchased, date received, number of units supplied, total amount of purchase. Filed alphabetically. (Never.) 5 x 8 cards, 1 ft. 1 in., in 2 pasteboard boxes. R. 32 balcony (Bldg. A). (10,288)

408. MISCELLANEOUS REPORTS, July 1, 1934 - June 30, 1935. Including financial reports, correspondence, canceled requisitions, inventory of materials, etc. Filed alphabetically by name of camp. (Weekly, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,557)

409. MONTHLY OPERATIONS REPORTS, July 1, 1934 - June 30, 1935. Reports on administrative pay rolls, work department, relief, food, clothing, medical care, nursing, requisitions, plant and equipment of transient division. Entered chronologically. (Weekly, official.) 11 x 16½ vols. (2), ¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,562)

410. TRANSIENT DIVISION CASH BOOKS, July 1, 1934 - June 30, 1935. Listing cash payments for direct relief, petty cash, relief orders, balances, paid vouchers, audited pay rolls. Filed chronologically. (Weekly, official.) 14 x 16½ loose-leaf books, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,555)

411. WEEKLY TIME SHEETS, July 5, 1934 - June 30, 1935. Showing name of employees, occupations, hours worked, total hours for week. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,409)

412. SHIPPING MEMORANDA TO AND FROM WARWICK CAMP, July 6, 1934 - June 30, 1935. Requests for shipments; also, record of shipments. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,437)

413. REQUISITION CORRESPONDENCE TO CAMPS, July 9, 1934 - June 30, 1935. With camps and centers, concerning requisitions for supplies and materials. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, $\frac{3}{4}$ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,311)

414. MONTHLY INVENTORIES, July 31, 1934 - June 30, 1935. Inventories of camp property and supplies, also, estimates of number that can be fed with food on hand. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 32 (Bldg. A). (10,410)

415. PETTY CASH FOR TRANSPORTATION, Aug. 1, 1934 - Jan. 31, 1935. Record of tickets given transients for transportation to destination or another camp. Filed chronologically. (Never.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,533)

416. SPRINGFIELD CORRESPONDENCE REGARDING RELIEF ORDERS, Aug. 24, 1934 - June 30, 1935. Between ERA State Director and supervisor of Springfield transient center, regarding corrections on relief orders and invoices. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, $1\frac{3}{4}$ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,442)

417. PETTY CASH VOUCHER FOR WARWICK CAMP, Aug. 29, 1934 - June 30, 1935. Records of payments, chiefly for supplies, giving name of camp, date, name of vendor, amount and purpose of payment, signature of receiver and agent. Filed chronologically. (Never.) 4 x 6 loose sheets, 6 in., in pasteboard box. R. 32 balcony (Bldg. A). (10,283)

418. STATE BUREAU CORRESPONDENCE REGARDING RELIEF ORDERS, Sept. 26, 1934 - June 30, 1935. Between ERA State bureau director, transient centers, officers, and concerns, concerning corrections on relief orders and invoices, authorization of payment of bills, and changes in personnel. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, $\frac{3}{4}$ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,604)

419. DAILY PAYMENT SHEETS, Sept. 29, 1934 - June 30, 1935. Vouchers for materials and supplies used at camps, listing transient number, camp name, requisition number, name of vendor, amount, discount, amount paid, date, and check number. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,434)

420. CHANGES IN PROJECTS, Sept. 30, 1934 - June 30, 1935. Changes in status of projects and of individuals under ERA supervision. Filed chronologically. (Weekly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,473)

421. TRANSMITTALS FROM CAMP DIVISION, Oct. 11, 1934 - June 30, 1935. Reports pertaining to transmittal of bills or records from this to other divisions, such as treasury and procurement accounts. Filed chronologically. (Daily, official.) 9 x 12 folders, $5\frac{1}{2}$ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,489)

422. PAY ROLL, CHARLESTOWN TRANSIENT CAMP, Nov. 15, 1934 - June 30, 1935. Listing cooks, laborers, clerks, helpers, carpenters, bricklayers, and others, including transients. Filed numerically. (Rarely, official.) 18 x 24 vols., 7/8 in., on top of steel cabinet. R. 32 (Bldg. A). (10,184)

423. INVOICES, Dec. 1, 1934 - June 12, 1935. For materials received, such as food, clothing, etc., showing name of company items, date purchased, amount, and date received. Arranged chronologically. (Daily, official.) 8 x 12 vol., 1 in., on top of cabinet. R. 32 (Bldg. A). (10,310)

424. VOUCHERS FOR DIRECT RELIEF, Dec. 15, 1934 - June 30, 1935. Showing case and case symbol numbers, signature of recipients, after certification by agents. Filed chronologically. (Weekly, official.) 8 x 14½ loose-leaf books, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,564)

425. FOOD ANALYSIS FOR TRANSIENT CAMPS, Jan. 2 - June 30, 1935. Recording food consumed by each camp during specified period, with cost, and approximate individual consumption. Filed chronologically. (Weekly, official.) 10 x 14 sheets, 3¼ in., in drawer of metal filing cabinet. R. 32 (Bldg. A). (10,282)

426. WORCESTER RELIEF CASH BOOK, Jan. 12 - June 30, 1935. Record of expenditures specifying description of purchase, name of vendor, amount paid for salaries, amount received from State bureau and balances at end of month. Entered chronologically. (Monthly, official.) 8 x 12 vols., 2 in., on top of cabinet. R. 32 (Bldg. A). (10,312)

427. SPRINGFIELD RELIEF ORDERS, Jan. 19 - June 30, 1935. Received from Springfield transient center, showing date, case number, name of vendor, article, amount, itemized list of articles received; also bills from concerns and lodging houses for payment of transient's lodging and food, showing name and signature of transient, case number, and amount of bill. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,440)

428. BOSTON RELIEF ORDERS, Jan. 19 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,389)

429. COMPLETED RELIEF ORDERS FOR WARWICK CAMP, Feb. 1 - June 5, 1935. Showing case number, purchase, amount, name of transient, signature of agent. Filed numerically. (Never.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,535)

430. INTERNAL TRANSMITTAL, Feb. 1 - June 30, 1935. ERA Form 166, showing reference number, title, remarks. Filed chronologically. (Daily, official.) 9 x 12 folders, 7/8 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,387)

431. BILLS FOR RELIEF ORDERS FROM SPRINGFIELD CENTER, Feb. 1 - June 30, 1935. Bills for board and room, lodging in Children's Home, service in maternity hospital, and drug store supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,397)

432. LAWRENCE RELIEF ORDERS, Feb. 4 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,392)

433. CANTEEN ACCOUNT, Feb. 12 - Apr. 30, 1935. Showing purchases and sales made by canteen; also inventory of food on hand. Entered chronologically. (Never.) 9 x 12 vols., 2 in., on top of cabinet. R. 32 (Bldg. A). (10,306)

434. GREENFIELD RELIEF ORDERS, Feb. 28 - June 30, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,391)

435. FOOD AND CLOTHING REPORTS, Mar. 1 - Apr. 30, 1935. Showing requisition numbers, cost of each item, kind of goods purchased, date sent, name of sender. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 32 (Bldg. A). (10,181)

436. RELIEF ORDERS, BOSTON TRANSIENT CENTER, Mar. 1 - June 30, 1935. Including orders for food, lodgings, rent, clothing, medicine and hospital care. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,171)

437. RELIEF ORDERS, SPRINGFIELD TRANSIENT CAMP, Mar. 1 - June 30, 1935. Including orders for food and other necessities. Filed numerically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,558)

438. RELIEF ORDERS, WORCESTER TRANSIENT CENTER, Mar. 1 - June 30, 1935. Including orders for food and other necessities. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,286)

439. RELIEF ORDERS, LAWRENCE TRANSIENT CAMP, Mar. 1 - June 30, 1935 Including orders for food and other necessities. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,174)

440. COMPLETED RELIEF ORDERS FOR SPRINGFIELD CAMP, Mar. 5 - June 28, 1935. Orders completed, showing name and case number of transient, purchase, name of agent, amount of order. Filed numerically. (Never.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 32 (Bldg. A). (10,376)

441. LAWRENCE CENTER CORRESPONDENCE, Mar. 7 - June 30, 1935. Between director of Lawrence transient center, government officials, and the public, concerning cases, activities of camp, corrections on relief orders and invoices, vaudeville units, and missing persons. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,365)

442. RECORD OF VENDORS, Mar. 15 - June 30, 1935. Showing names of vendors, voucher and requisition numbers, amount of encumbrance, gross and net, and date paid. Filed alphabetically. (Never.) 5 x 8 cards, 2½ in., in box on desk. R. 32 (Bldg. A). (10,285)

443. TRANSPORTATION SLIPS, Mar. 28 - June 30, 1935. Showing issuance number, place, date, name of bearer, number of tickets to be allotted, destination and signature of certifying agent. Filed chronologically. (Never.) 5 x 8 loose sheets, 3 in., in drawer of wooden card cabinet. R. 32 balcony (Bldg. A). (10,284)

444. CHECKED ITEMS OF TRANSIENT DIVISION, July 1, 1935 to date. Record of entries against paid encumbrances to effect balance of accounts due to differences found to exist. Arranged chronologically. (Daily, official.) 16 x 24 vols., 1 in., on top of cabinet. R. 32 (Bldg. A). (10,278)

Professional and Service Unit

445. PROJECT CORRESPONDENCE TO CITIES AND TOWNS, Jan. 8 - June 30, 1935. With city and town officials relating to commencement of projects, employees, and funds. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 211-B (Bldg. A). (10,678)

Statistical and Survey Unit

446. CORRESPONDENCE FROM WASHINGTON, D.C. COORDINATOR, Jan. 2 - June 30, 1935. Concerning applications for executive positions, approvals and disapprovals, reports on progress and white collar work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 211-B (Bldg. A). (10,470)

Women's Projects Unit

447. MISCELLANEOUS REPORTS, Apr. 1, 1934 - June 30, 1935. Reports of progress on canning, sewing, nursing, and household aid projects; also inventories of materials used. Filed by subject. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 211-D (Bldg. A). (10,521)

448. PURCHASE ORDERS, Apr. 20, 1934 - June 30, 1935. Showing records of purchases made by the unit, names and addresses of vendors, destination, description of materials, and purchase prices. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 211-D (Bldg. A). (10,483)

449. GENERAL CORRESPONDENCE, Dec. 1, 1934 - June 30, 1935. With project supervisors, relating to routine office management, new instructions, changes in system, and new forms of reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 211-D (Bldg. A). (10,683)

450. REQUESTS FOR SUPPLIES, Dec. 6, 1934 - July 16, 1935. Showing names of persons requesting supplies, division, description of articles sought (copies). Filed chronologically. (Never.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 211-D (Bldg. A). (11,142)

Civil Works Administration

Audit Division

451. LETTERS OF TRANSMITTAL, Apr. 1, 1934 - July 6, 1934. Covering weekly pay rolls sent to special disbursing officer by accounting department. Filed chronologically. (Never.) 9 x 12 loose-leaf books, 10 in., on open wooden shelf. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,775)

452. REPORTS OF AUDIT AND PAY ROLL WORK, Apr. 1, 1934 - Aug. 14, 1934. Reports by audit division on pay rolls of projects in Boston, Cambridge, Somerville, Fall River, Lowell, Amesbury, and Fairhaven. (Never.) 9 x 12 folders, 3 ft. 2 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,283)

453. CWA PROJECT REGISTER, FEDERAL, Apr. 1, 1934 - June 30, 1935. Filed alphabetically. (Never.) 14½ x 18 loose-leaf book, ¾ in., on wooden table. W. side, Section A, 5th floor (Bldg. B). (3,050)

454. CWA PROJECT REGISTER, LOCAL, Apr. 1, 1934 - June 30, 1935. Filed alphabetically. (Never.) 14½ x 18 loose-leaf books, 2 ft. 8 in., on wooden table. W. room, Section A, 5th floor (Bldg. B). (3,047)

455. PAY ROLLS FOR ACCIDENT COMPENSATION, Apr. 1, 1934 - June 8, 1934. CWA Form L15, weekly compensation pay rolls. Filed chronologically. (Monthly, official.) 12 x 20 loose-leaf books, 8 in., on open wooden shelf. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,486)

456. INSTRUCTION LETTERS, CIVIL WORKS SERVICE, Apr. 1, 1934 - June 30, 1935. Filed chronologically. (Never.) 9 x 12 folders, ½ in., in drawer of wooden filing case. W. side, Section A, 5th floor (Bldg. B). (2,901)

Controller's Division

457. CORRESPONDENCE OF THE CONTROLLER, Apr. 1 - May 29, 1934. Continued with CWA administrators of cities and towns. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 9 in., in drawer of wooden filing case. W. side, Section A, 5th floor. (Bldg. B). (2,905)

Pay Roll Audit Division

458. CORRESPONDENCE RE PAY ROLL ERRORS, Apr. 1 - May 29, 1934. Between auditing and accounting units. Filed numerically. (Never.) 9 x 12 folders, 9 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,961)

459. CWA TIMEKEEPERS' SHEETS, WORCESTER, Apr. 1 - Apr. 19, 1934. Reports of time spent by workers on jobs. Filed chronologically. (Weekly, official.) 8½ x 11 bundles and 12 x 14 paper packages, 6 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,868)

460. PAY ROLL ADJUSTMENT SLIPS, Apr. 1 - Apr. 20, 1934. Arranged chronologically. (Never.) 4 x 6 loose sheets, 1 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,978)

461. DAILY TIME SHEETS, Apr. 1 - May 10, 1934. CWA Forms L-10, time sheets completed and signed by timekeepers. Filed chronologically. (Never.) 9 x 12 folders, 11 in., in wooden box. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,188)

462. REGIONAL OFFICE AUDITS, Apr. 1 - June 5, 1934. Standard Forms 33, 36, 1034, 1036, audit of finances of regional offices. Filed by towns. (Yearly, official.) 9 x 12 folders, 3 in., on shelf. W. room, Section A, 5th floor (Bldg. B). (9,810)

463. CORRESPONDENCE OF ASSISTANT AUDITOR, Apr. 1 - June 15, 1934. With certifying officers of various towns. Filed chronologically. (Never.) 9 x 12 folders, 5 ft., in 3 drawers of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (3,999)

464. VOUCHERS FOR TRUCK HIRE, Apr. 1 - June 15, 1934. Standard Forms 1034-A, for purchases and services other than personal. (Monthly, official.) 9 x 12 covers, 1 ft. 6 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (3,053)

465. CWA REPORTS OF AUDITS, Apr. 1, 1934 - June 30, 1935. Audit reports, pay rolls, time cards, bills, vouchers, and correspondence. (Yearly, official.) Variously sized loose papers, folders, envelopes, and bundles, 1 ft. 9 in., on shelf and in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (9,822)

Project Division

466. PROJECT APPROVALS, Apr. 1 - May 2, 1934. CWA Forms L-3A, showing location of approved projects, project numbers, names of supervisors, and amount of money allocated. Filed numerically. (Never.) 8 x 11 bundles, 2 ft. 2 in., on open wooden shelf. W. room, Section A, 5th floor (Bldg. B). (2,984)

Women's Project Division

467. TABULATIONS OF WOMEN'S PROJECTS, Aug. 7 - Dec. 3, 1934. Showing activities of CWA women's projects as compiled by local administrators and forwarded to the director of women's projects. Filed geographically. (Never.) 9 x 11½ folders, 3 ft., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,988)

Works Division

468. CORRESPONDENCE CONCERNING THE UNEMPLOYED, Apr. 1 - Apr. 28, 1934. Of Administrator's office relative to unemployed persons seeking work relief. Filed alphabetically. (Never.) 9 x 12 folders, 7 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,983)

Miscellaneous City and Town Records

469. APPLICATIONS FOR APPROVAL AND TRANSFER OF PROJECTS, WOBURN, Apr. 1 - May 1, 1934. CWA Forms L-3A, S-8, and S-16, applications for transfer of projects to FERA, also record of discontinued projects. Filed chronologically. (Never.) 9 x 12 folders, ¼ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,899)

470. TRUCK VOUCHERS, WORCESTER, Apr. 1 - May 1, 1934. Forms 1034, 1034a, and S-12, vouchers and vendors' certificates respectively. (Never.) 12 x 20 paper packages, 5½ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,757)

471. CWA OFFICE RECORDS OF CONCORD, Apr. 1 - June 21, 1934. Including correspondence, questionnaires, applications for work relief, transmittal sheets, pay roll data, bills and receipts, and project information on CWA Form L-5, copy number 5. Filed alphabetically. (Never.) 9 x 12 packages, 8 in., on floor. W. side, Section A, 5th floor (Bldg. B). (4,598)

472. BILLS AND RECEIPTS, LOWELL, Apr. 1 - June 21, 1934. Addressed to the Lowell office of the ERA. Filed alphabetically. (Never.) 9 x 12 folders, 10 in., in wooden box. W. room, Section A, 5th floor (Bldg. B). (4,679)

473. CWA MISCELLANEOUS FOLDERS, WESTWOOD, Apr. 1 - June 27, 1934. Including assignments, letters, receipts, monthly reports, pay rolls, and quotas. Filed alphabetically. (Never.) 9 x 12 folders, $\frac{1}{4}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,507)

474. PAY ROLL FOR PERSONAL SERVICE, WESTWOOD, Apr. 1, 1934 - June 30, 1935. CWA Form L-A and B and ERA Form 151-B and C, showing names of workers, numbers, occupations, daily and weekly total hours, rates of pay and total weekly earnings. Filed chronologically. (Yearly, official.) 9 x 12 folders, $2\frac{1}{2}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,085)

475. PAY ROLLS FOR THE TOWN OF WILMINGTON, Apr. 1, 1934 - June 30, 1935. ERA Form 151-C, and unnumbered CWA Form, project pay rolls. Filed chronologically. (Yearly, official.) 9 x 12 folders, 11 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,705)

476. MISCELLANEOUS RECORDS, WESTON, Apr. 1, 1934 - June 30, 1935. Weekly and monthly reports on project activities. Filed by subject. (Yearly, official.) $8\frac{1}{2}$ x 11 loose papers, 4 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,787)

477. PAY ROLL FOR PERSONNEL SERVICE, WESTON, Apr. 1, 1934 - June 30, 1935. Original CWA Forms L-7B and FERA Forms 151A and C, showing names, numbers, occupations, hours per day and week, and hourly and weekly pay rates. Filed chronologically. (Yearly, official.) $10\frac{1}{2}$ x 17 forms, 3 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,601)

478. ASSIGNMENT AND IDENTIFICATION CARDS, WESTON, Apr. 1, 1934 - June 30,1935. CWA Form L-5, showing name of worker, number, address, occupation, and hourly pay rate. Arranged chronologically. (Yearly, official.) 4 x 6 forms, $\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,592)

479. PROJECT FOLDERS, WINCHESTER, Apr. 1, 1934 - June 30, 1935. Forms 140,141, and 1034, correspondence and records of all projects. Filed chronologically. (Never.) 9 x 12 bundle, $2\frac{1}{2}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,751)

480. PROJECTS, CWA AND ERA, WRENTHAM, Apr. 1, 1934 - June 30, 1935. Forms L-3A, L-6A, 19, 140, and 141, original, supplementary, and total estimates of project costs, and actual costs. Filed chronologically. (Never.) 9 x 12 folders, $4\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,209)

481. CORRESPONDENCE, TOWNSEND, Apr. 1, 1934 - June 30, 1935. With CWA and ERA headquarters, pertaining to activities of projects and personnel. Filed chronologically. (Never.) $9\frac{1}{2}$ x 12 envelopes, $\frac{1}{2}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,458)

482. ASSIGNMENT AND IDENTIFICATION CARDS, WINCHESTER, Apr. 1, 1934 - June 30, 1935. CWA Form A-5. Filed alphabetically. (Never.) 4 x $5\frac{3}{4}$ package, $2\frac{1}{4}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,712)

483. CWA AND ERA CORRESPONDENCE, WEYMOUTH, Apr. 1, 1934 - June 30, 1935. Administrative, departmental, and public letters, pertaining to project activities. Filed chronologically. (Never.) 9 x 12 folders, 3½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,730)

484. MISCELLANEOUS CWA AND ERA RECORDS, WEYMOUTH, Apr. 1, 1934 - June 30, 1935. Data on all forms of project activities excepting time sheets, pay rolls, and correspondence. Filed alphabetically. (Never.) 9 x 12 folders, 9 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,755)

485. ASSIGNMENT AND IDENTIFICATION CARDS, WALTHAM, July 14, 1934 - June 30, 1935. CWA Form L-5. Arranged chronologically. (Never.) 3 7/8 x 6 loose forms, 3 ft. 5 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,159)

486. ASSIGNMENT AND IDENTIFICATION CARDS, SOMERVILLE, Dec. 7, 1934 - June 30, 1935. CWA Form L-5, copies. Filed alphabetically. (Never.) 3 7/8 x 6 loose papers, 2 ft. 4 in., in 3 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (3,010)

ADMINISTRATIVE DEPARTMENT
Army Base Bldg., 666 Summer St.

487. ADMINISTRATOR'S CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Letters to and from the Administrator of the ERA pertaining to employment. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft. 7 in., in wooden box. Dirty. W. room, Section A, 5th floor (Bldg. B). (3,998)

488. RECORD OF PROJECTS, Apr. 7, 1934 - June 30, 1935. Index of projects throughout the State, giving location, description, and allotment. Filed alphabetically. (Never.) 5 x 8 cards, 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,077)

489. CORRESPONDENCE, STATE COMMITTEE FOR GRIEVANCES AND APPEALS, May 4, 1934 - June 4, 1935. Letters to and from local administrators and the secretary of the State committee. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 1 ft. 4 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,906)

490. MEMORANDA OF APPROVED PROJECTS, June 1, 1934 - Mar. 12, 1935. Acknowledgments of official papers from custody of project department of the FERA, to the office of the assistant director. Arranged chronologically. (Never.) 9 x 12 forms, 6 ft. 2 in., in wooden box. Dirty. W. room, Setion A, 5th floor (Bldg. B). (2,942)

491. APPLICATION FOR APPROVAL OF WORK PROJECTS, Aug. 23, 1934 - June 30, 1935. Relating to women's projects under ERA. Filed geographically. (Never.) 9 x 11½ folders, 9 ft. 4 in., in 5 drawers of wooden filing cases. W. room, Section A, 5th floor (Bldg. B). (2,858)

492. WEEKLY TIME SHEET, Jan. 7 - June 20, 1935. For ERA projects. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 1 ft. 1 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,940)

493. TIMEKEEPERS' RECORD BOOKS, Apr. 11 - June 30, 1935. Showing projects throughout the State. Filed alphabetically and chronologically. (Never.) 4 x 7 vols., 10 ft. 7 in., in 4 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (3,866)

Works Division

494. GENERAL CORRESPONDENCE, Apr. 2, 1934 - June 30, 1935. Letters to and from local administrators and the State Administrator, concerning projects. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 6 in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,842)

495. CORRESPONDENCE OF WORKS DIVISION, Apr. 26, 1934 - June 30, 1935. Pertaining to various subjects and information regarding projects. Some filed alphabetically and some chronologically. (Never.) 9 x 12 folders, 2 ft. 4 in., in drawer of wooden filing case and on wooden shelf. Some dirty. W. side, Section A, 5th floor (Bldg. B). (2,948; 3,006)

496. ERA WATCHMEN'S REPORTS, May 24, 1934 - June 30, 1935. Time reports of watchmen on projects. Filed alphabetically and chronologically. (Never.) 3 x 5 bundles, 2 ft., on floor. W. room, Section A, 5th floor (Bldg. B). (3,840)

497. OCCUPATIONAL CLASSIFICATION RECORD, Mar. 11 - May 11, 1935. FERA Form 144, records of families who have applied for relief. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 4 in., in pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (2,941)

498. GRIEVANCE AND APPEAL BOARD CORRESPONDENCE, DISTRICT NO. 2, Mar. 31 - June 30, 1935. From various cities and towns and the State board, letters from local ERA recipients, and minutes of board meetings. Filed geographically. (Never.) 9 x 12 folders, 1 ft., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,662)

Auditing Division

499. EDUCATIONAL PROJECT PAY ROLLS, Apr. 1 - Apr. 26, 1934. Record of wages paid employees. Filed chronologically. (Monthly, official.) 12 x 15 bundles, 3 in., on open wooden shelf. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,774)

500. AUDIT WORKING PAPERS, Apr. 1 - July 24, 1934. Field auditors' working papers, consisting of project applications, audit of pay rolls, commitments, etc. (Never.) 14 x 18 loose papers, 4½ in., in 2 pasteboard boxes, on floor. W. room, Section A, 5th floor (Bldg. B). (5,265)

501. ERA PROJECT REGISTER, LOCAL, TRANSFER OF FUNDS, Apr. 1 - Aug. 31, 1934. CWA Form A-3, listing necessary information regarding functioning of projects for which CWA funds were transferred to ERA use. (Never.) 14½ x 18 loose-leaf book, 1 in., on table. W. room, Section A, 5th floor (Bldg. B). (3,051)

502. PAY ROLL EXPENSE SHEETS, Apr. 1 - Aug. 31, 1934. Total monthly pay rolls of ERA projects. Arranged chronologically. (Never.) 9 x 15 loose-leaf books, 1 ft. 10 in., on 2 open wooden shelves. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,431)

503. WORKING SHEETS ON PROGRESS, Apr. 1 - Dec. 31, 1934. Rough draft recording amounts of clothing made by women's projects of the ERA. Filed chronologically. (Never.) 10 x 15 folders, 2 ft., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,972)

504. CERTIFICATES OF ATTENDANCE, Apr. 5 - Dec. 27, 1934. Arranged chronologically. (Never.) 9 x 12 bundles, 6 ft., on 2 wooden shelves. W. room, Section A, 5th floor (Bldg. B). (3,671)

505. PAY ROLL SHEETS, Apr. 5 - Dec. 27, 1934. Filed alphabetically and numerically. (Never.) 11½ x 18 folders, 65 ft. 5 in., on 24 wooden shelves. W. room, Section A, 5th floor (Bldg. B). (2,897)

506. SCHEDULE OF DISBURSEMENTS, Apr. 5, 1934 - May 31, 1935. Tabulations of check payments showing voucher, pay roll, and check numbers, period covered, payee, date and total amount (quadruplicate). Some filed alphabetically, some numerically, some chronologically. (Some never, some monthly; official.) 9 x 14½ folders, 9 ft. 7 in., on 4 wooden shelves. W. room, Section A, 5th floor (Bldg. B). (3,003; 9,820)

507. PROJECT PRODUCTION REGISTER, Apr. 5, 1934 - June 30, 1935. Tabulations showing material and labor costs, article produced, quantity, evalued unit and total value of finished product of women's sewing projects. Filed alphabetically. (Monthly, official.) 15 x 17½ loose-leaf books (2), 9 in., on wooden shelf. W. room, Section A, 5th floor (Bldg. B). (9,809)

Claim Department

508. CORRESPONDENCE IN RE ACCIDENT COMPENSATION, Apr. 1 - June 27, 1934. Correspondence of accident claim and adjustment department of the ERA. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft. 1 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,749)

Division of Disbursements

509. CHECK VOUCHERS, Apr. 15, 1934 - June 30, 1935. Voucher record of checks issued for various projects. Filed chronologically. (Never.) 9 x 12 covers, 82 ft., on 9 wooden shelves. Dirty. W. side, Section A, 5th floor (Bldg. B). (3,049)

Pay Roll Division

510. PROJECT REGISTER OF SPECIAL GRANTS, CITY OF BOSTON, Apr. 1 - May 10, 1934. CWA Form A-3, record of projects showing number, type, location, operative period, number of employees, man-hours, material cost and total costs on ERA projects. Filed chronologically. (Yearly, official.) 14½ x 18 bundles, 1½ in., on wooden shelf. W. room, Section A, 5th floor (Bldg. B). (9,807)

511. PROJECT REGISTER, Oct. 30, 1934 - June 30, 1935. Records of projects operating outside of Boston showing project number, type, location, period of operation, number of employees, man-hours, material and pay roll costs, and total cost. Filed alphabetically. (Yearly, official.) 15 x 17½ covers, 2 ft. 4½ in., on wooden shelf. W. room, Section A, 5th floor (Bldg. B). (9,806)

Accounting Unit

512. ABSTRACT LEDGER SHEETS FOR DISTRICT 5, Feb. 14 - June 30, 1935. Showing department, date, reference number, allotment, encumbrance and expenditures of funds for department 65, ERA District 5. Filed chronologically. (Monthly, official.) 12 x 18 covers, 1½ in., on wooden shelf. N.W. corner, Section A, 5th floor (Bldg. B). (9,252)

Pay Roll Audit Division

513. QUESTIONNARIES, RELEASED WORKERS OF WORCESTER, Apr. 1 - Apr. 30, 1934. Showing questionnaires filled out by workers prior to being released. (Never.) 7 x 12 bundles, 1½ in., in wooden box. W. room, Section A, 5th floor (Bldg. B). (4,105)

514. TRUCK TRANSPORTATION AND STORAGE CORRESPONDENCE, Apr. 1 - May 1, 1934. Pertaining to insurance, transportation, storage and activities of trucks used by ERA. (Never.) 9 x 12 folders, ¼ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,362)

515. MISCELLANEOUS PAY ROLLS, Apr. 1, 1934 - June 30, 1935. Duplicate copies of CWA and ERA pay rolls. (Never.) 12 x 18 covers, 1 ft. 6 in., on open wooden shelf. Dirty. W. room, Section A, 5th floor (Bldg. B). (3,052)

516. FERA TIMEKEEPERS' SHEETS, WORCESTER, Apr. 1, 1934 - June 30, 1935. Showing name and number of employees, type of work performed, classification, time worked, etc. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 bundles and 11 x 14 packages, 4 ft. 10 in., in 9 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (3,910)

517. FERA PAY ROLL SHEETS, Apr. 1, 1934 - June 30, 1935. ERA Form 151-C, showing name, case and check numbers of employees, type of project, classification, time worked and rate of pay (duplicate). Filed chronologically. (Daily, official.) 11 x 12 bundles and 11 x 18 packages, 26 ft. 3 in., in 2 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (3,884)

518. RECORD OF CHECKS DRAWN, Apr. 1, 1934 - June 30, 1935. For project employees. Filed alphabetically. (Never.) 14 x 19 paper packages, 1 ft., on floor. W. room, Section A, 5th floor (Bldg. B). (4,482)

519. ERA DAILY TIME SHEETS, Apr. 1, 1934 - June 30, 1935. Showing names of employees, occupations, and time worked. Filed chronologically. (Never.) 9 x 12 folders and bundles, 5 ft. 3 in., in 2 pasteboard boxes. Deplorable condition, W. room, Section A, 5th floor (Bldg. B). (4,593)

520. GENERAL RELIEF COMMISSARY REQUISITION, Apr. 1, 1934 - June 30, 1935. Requisitions showing case and commissary numbers, name of relief recipients and description of the commodities delivered. (Never.) $3\frac{1}{2}$ x 7 papers and $3\frac{1}{2}$ x 8 forms, 112 ft. 6 in., in wooden box and 47 pasteboard boxes. Forms in pasteboard boxes damaged by rodents, careless handling and faulty containers, and dirty. W. room, Section A, 5th floor (Bldg. B). (4,082; 4,225)

521. ERA FORM REQUESTS, Apr. 1, 1934 - June 30, 1935. Showing name and number of forms and quantity desired. (Never.) 5 x 8 loose papers, 6 in., in wooden box. W. room, Section A, 5th floor (Bldg. B). (4,085)

522. ERA WEEKLY TIME SHEETS, Apr. 1, 1934 - June 30, 1935. Complete record. Filed chronologically. (Never.) 4 x $6\frac{3}{4}$ and $4\frac{1}{2}$ x $7\frac{1}{2}$ vols., 3 ft. $5\frac{1}{2}$ in., in 3 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (3,904)

523. ERA WEEKLY TIME BOOKS, WOMEN'S PROJECTS, Apr. 1, 1934 - June 30, 1935. Filed chronologically. (Never.) 4 x $6\frac{3}{4}$ and $4\frac{1}{2}$ x $7\frac{1}{4}$ vols. (16), $6\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,756)

524. ERA WEEKLY TIME BOOKS, ADMINISTRATIVE PROJECTS, Apr. 1, 1934 - June 30, 1935. Filed chronologically. (Never.) 4 x $6\frac{3}{4}$ and $4\frac{1}{2}$ x $7\frac{1}{4}$ vols. (15), 5 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,782)

525. FERA PAY ROLL SHEETS, PAYMASTER'S COPIES, May 1 - Nov. 30, 1934. FERA Form 151-C, showing type of project, name and case number of employee, occupation, time record, check number and rate of pay. Filed chronologically. (Daily, official.) 11 x 18 paper packages, 1 ft. 5 in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,900)

526. ERA WATCHMAN REPORTS, Jan. 2 - June 30, 1935. Card record showing name and number of watchman, location, and time records. Filed alphabetically. (Never.) 5 x 7½ bundles, 4½ in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,901)

527. FERA PAY ROLL SUMMARIES, Feb. 14 - June 30, 1935. Showing name of town, pay roll, check and project numbers, nature of project, pay roll total and town total. Filed chronologically. (Daily, official.) 9 x 18 paper packages, 1½ in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,911)

Transportation Division

528. DAILY MILEAGE REPORTS, Mar. 19, 1934 - June 30, 1935. Daily mileage reports, requests for travel orders, and authorization for reports and travel orders. Filed chronologically. (Never.) 5 x 8 loose sheets, 58 ft., in 28 drawers of wooden filing cases. W. room, Section A, 5th floor (Bldg. B). (2,962)

529. REPORTS AND VOUCHERS ON TRAVEL EXPENSES, Apr. 1 - Aug. 20, 1934. Showing expenses of field workers. Arranged chronologically. (Never.) 9 x 12 envelopes, 3 in., on open wooden shelf. W. room, Section A, 5th floor (Bldg. B). (2,865)

530. TRANSPORTATION DEPARTMENT, MISCELLANEOUS DISTRIBUTION, Apr. 10, 1934 - June 30, 1935. Weekly list of employees receiving renumeration for transportation expenses with amount given to each. Filed chronologically. (Never.) 9 x 12 loose-leaf books, 1 ft. 9 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,903)

Engineer's Department

531. STATE ENGINEERS' CORRESPONDENCE, Apr. 1 - Dec. 31, 1934. From and to State engineers' office and local ERA administrators (carbon copies). Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. Dirty. W. room, Section A, 5th floor (Bldg. B). (1,791)

532. CORRESPONDENCE FROM THE OFFICE OF CHIEF INSPECTOR, May 10 - Sept. 1, 1934. Pertaining mostly to progress of project work throughout Massachusetts. (Never.) 9 x 12 folders, 2 ft. 9 in., in pasteboard box on floor. Dirty. W. room, Section A, 5th floor (Bldg. B). (1,787)

533. FIELD ENGINEERS' DAILY REPORTS, Jan. 11 - June 10, 1935. From field engineers in cities and towns of Massachusetts to State headquarters. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 28 ft., in 14 drawers of wooden filing cases. W. room, Section A, 5th floor (Bldg. B). (3,096)

534. CORRESPONDENCE OF CHIEF FIELD ENGINEER, June 1 - June 30, 1935. Letters between office of chief field engineer and audit division. Filed alphabetically. (Never.) 9 x 12 folders, 8 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,895)

Safety Division

535. MISCELLANEOUS PAPERS OF SAFETY DIVISION, Apr. 1 - June 30, 1935. Official correspondence and notes included in files of ERA safety division. (Never.) 9 x 12 folders, 3 ft. 6½ in., on 2 open wooden shelves. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,986)

Classification and Assignment Department

Employment Division

536. ASSIGNMENT AND CLASSIFICATION CARDS, Apr. 1, 1934 - June 30, 1935. Form CWA L-5, showing names of FERA employees, identification numbers, and locations of projects. Arranged alphabetically. (Never.) 3 x 5 and 4 x 6 bundles, 45 ft., in 20 pasteboard boxes and on 2 open wooden shelves. W. side, Section A, 5th floor (Bldg. B). (2,950; 4,932)

537. MISCELLANEOUS CLASSIFICATION AND ASSIGNMENT CARDS, Oct. 10, 1934 - June 30, 1935. Form ERA M AC-1, together with handwritten cards, showing names, addresses, and identification numbers of workers throughout Massachusetts. (Never.) 3 x 5 bundles, 5 ft., in open wooden box. Damaged by careless handling, dirty. W. room, Section A, 5th floor (Bldg. B). (1,794)

Women's Projects

538. SEWING PROJECTS, SUPPLIES, Apr. 1, 1934 - June 10, 1935. Record of supplies. Filed chronologically. (Never.) 12 x 16 envelopes, 2½ in., on top of large box. Damaged by faulty containers, W. room, Section A, 5th floor (Bldg. B). (1,786)

539. COMPLETED STENOGRAPHERS' BOOKS, Apr. 1, 1934 - June 30, 1935. Filed chronologically. (Never.) 4¾ x 9 vols., 11 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,958)

540. ERA WOMEN'S INACTIVE PROJECTS, Apr. 1, 1934 - June 30, 1935. Applications for projects pending approval, containing estimated cost and nature of project. Filed by subject. (Never.) 10 x 11½ loose-leaf books, 1½ in., in wooden box. W. room, Section A, 5th floor (Bldg. B). (4,091)

541. TABULATION OF WORKERS, FEMALE EMPLOYEES, May 1 - May 31, 1934. Showing total number employed by ERA in Massachusetts. (Never.) 10 x 15 folders, 10 in., in pasteboard box. Dirty and sooty. W. room, Section A, 5th floor (Bldg. B). (2,985)

542. PROGRESS REPORTS, July 12 - Sept. 30, 1934. Reports on women's projects in State. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 3 ft. 10 in., in 2 wooden drawers of metal filing case. W. room, Section A, 5th floor (Bldg. B). (2,991)

543. DAILY REPORTS, Aug. 1 - Dec. 1, 1934. Showing workers' activities and notices of meetings. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,861)

544. FINISHED PROJECT REPORTS, Nov. 5, 1934 - Feb. 15, 1935. Copies of reports of work finished by the women's department, ERA, taken at specified services during course of work and at time of completion. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,974)

545. CLASSIFICATION AND ASSIGNMENT REFERENCE CARDS, June 15 - June 30, 1935. Showing names, addresses, and identification numbers of persons on relief. (Never.) 3 x 5 bundles, 2 ft., in open wooden box. Dirty. W. room, Section A, 5th floor (Bldg. B). (1,796)

Social Service Department

546. REPORTS AND REQUISITIONS ON GENERAL RELIEF COMMODITIES, Aug. 1, 1934 - June 30, 1935. Recording individual and total dole of relief commodities issued. Some filed chronologically, some geographically. (Monthly, official.) 9 x 12 envelopes, 3 ft. 6 in., in open box. Damaged by faulty containers, dirty. W. room, Section A, 5th floor (Bldg. B). (1,776; 1,788)

547. REPORTS OF DIRECTORS OF WOMEN'S WORK, Nov. 9, 1934 - Apr. 24, 1935. Reports to State Director. Filed alphabetically. (Never.) 9 x 12 folders, 5 ft. 7 in., in 3 drawers of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (2,899)

548. REPORTS ON MATERIALS RECEIVED, Feb. 2 - June 26, 1935. Reports of materials received by the various projects. Filed chronologically. (Never.) 9 x 12 folders, 6 ft. 8 in., in 3 drawers of wooden filing case. W. room, Section A, 5th floor (Bldg. B). (3,054)

549. VISITING HOUSEKEEPER'S DAILY REPORTS, June 1 - June 30, 1935. Reports of family conditions and reason for requiring services of visiting housekeepers. (Never.) 9 x 12 folders, 2½ in., in drawer of metal filing case. W. room, Section A, 5th floor (Bldg. B). (3,250)

550. SOCIAL SERVICE TIME SLIPS, June 15 - June 30, 1935. Daily time sheets of field social service workers. (Never.) 5 x 8 papers, 4 in., in pasteboard box. Damaged by faulty containers. W. room, Section A, 5th floor (Bldg. B). (2,212)

Commodities Distribution Department

551. CORRESPONDENCE OF DIRECTOR OF DISTRIBUTION, Apr. 1 - July 12, 1934. Copies of letters between various local relief administrators and director of distribution. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 6 in., in closed top pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,288)

552. COMMISSARY REQUISITIONS, ERA RECIPIENTS, Apr. 1, 1934 - June 30, 1935. Showing serial, case, commissary and assignment card numbers, names and addresses of recipients, and description of commodity. (Never.) $4\frac{1}{4}$ x $8\frac{1}{2}$ loose papers, 4 ft., in 2 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (3,712)

553. COMMODITY RECEIPTS, Apr. 1, 1934 - June 30, 1935. For food distributed by local commissaries of the ERA to relief cases. (Never.) $3\frac{1}{4}$ x 6 bundles, 532 ft., in 90 pasteboard boxes. Damaged by careless handling, torn. W. room, Section A, 5th floor (Bldg. B). (4,635)

554. RECEIPTS OF COMMODITIES, Apr. 1, 1934 - June 30, 1935. Receipts and description of commodities. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ loose papers, $5\frac{1}{2}$ in., in wooden box. Scattered. W. room, Section A, 5th floor (Bldg. B). (3,673)

555. SUPPLY REQUESTS, Apr. 1, 1934 - June 30, 1935. From various ERA administrative offices. (Never.) $8\frac{1}{2}$ x 11 loose papers, 1 ft. 11 in., in pasteboard box. Scattered. W. room, Section A, 5th floor (Bldg. B). (3,674)

556. WELFARE FOOD RECEIPTS, Apr. 1, 1934 - June 30, 1935. Showing names and addresses of recipients, names of issuing officers, and description of commodities. (Never.) 12 x 15 envelopes, 8 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,670)

557. FEDERAL SURPLUS RELIEF COMMISSARY REQUISITIONS, Apr. 1, 1934 - June 30, 1935. Showing case and commissary numbers, name of relief beneficiaries, and description of commodities requisitioned also by non-relief persons. (Never.) 9 x 12 envelopes and $3\frac{1}{2}$ x 8 bundles, 124 ft., in 54 pasteboard boxes. Damaged by rodents, careless handling, faulty containers, and dirty. W. room, Section A, 5th floor (Bldg. B). (3,676; 4,199)

558. COMMODITY ALLOTMENT NOTICES, Apr. 1, 1934 - June 30, 1935. Notices of allotment of commodities by commodity distribution director to town welfare boards (triplicate). Filed alphabetically. (Never.) 9 x 12 folders, 3 ft. 4 in., in 2 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (5,454)

559. ANTHRACITE DELIVERY ORDERS, Apr. 7, 1934 - June 30, 1935. Names and addresses of dealer and relief recipient, person authorizing delivery, tonnage, size, and signature of receiver. (Never.) 5½ x 8½ bundles, 18 ft. 9 in., in 4 pasteboard boxes. Damaged by rodents, careless handling, faulty containers, scattered, and dirty. W. room, Section A, 5th floor (Bldg. B). (4,174)

560. COMMISSARY REQUISITIONS, Apr. 7, 1934 - June 30, 1935. Record of food and clothing distributed to relief cases by the commodities and supplies division of the ERA. Filed chronologically and alphabetically. (Never.) 4 x 8½ bundles and 4½ x 9½ folders, 6 ft. 3 in., in wooden box and 2 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (3,855; 9,971)

561. SOLDIERS' AND SAILORS' COMMODITY RELIEF RECEIPTS, Apr. 7, 1934 - June 30, 1935. Receipts for commodities distributed through veterans' relief agencies. (Never.) 5 x 8 bundles, 17 ft., in 4 pasteboard boxes. Damaged by rodents, careless handling, faulty containers, and dirty. W. room, Section A, 5th floor (Bldg. B). (4,218)

562. MISCELLANEOUS CORRESPONDENCE, OFFICIAL, Aug. 7, 1934 - June 30, 1935. Letters between the chief assistant disbursing officer and ERA administrators of various localities of this state. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 11 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,987)

563. MATERIAL DELIVERY RECORD, Oct. 11, 1934 - June 30, 1935. Materials delivered by commodities and supplies division to individuals approved as relief cases. Filed chronologically. (Never.) 9 x 12 folders, 9 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,002)

564. FOOD RECEIPT SUMMARIES, Dec. 1, 1934 - June 1, 1935. Showing dates commodities were received by relief recipients, town and case numbers, description of commodities. (Never.) 8½ x 10½ loose papers, 6 in., in pasteboard box. Deplorable condition, practically inaccessible. W. room, Section A, 5th floor (Bldg. B). (4,629)

565. COMMODITY DISTRIBUTION CORRESPONDENCE, Dec. 27, 1934 - June 30, 1935. Between local administrators and the director of commodity distribution concerning supplies for needy cases. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 8 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,903)

566. REPORTS ON RELIEF COMMODITIES, May 1 - June 30, 1935. Pertaining to relief commodities issued. Filed chronologically. (Never.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of wooden filing case. W. side, Section A, 5th floor (Bldg. B). (2,893)

Unemployment Census

567. CENSUS OF NURSES IN BOSTON, Apr. 1 - May 15, 1934. Showing name, sex, age, race, and customary occupation of employees of Boston hospitals. (Never.) 9 x 12 folders, 1¼ in., in wooden box. Dirty. W. room, Section A, 5th floor (Bldg. B). (2,191)

568. SCHEDULES OF UNEMPLOYMENT CENSUS, Apr. 1, 1934 - June 30, 1935. Complete survey of towns in Massachusetts. Filed geographically. (Never.) 9 x 12 covers, 1 ft. ½ in., in wooden box. W. room, Section A, 5th floor (Bldg. B). (3,854)

Records of Cities and Towns

Ashland

569. CORRESPONDENCE, May 1, 1934 - July 18, 1935. (Never.) 9 x 12 folders, 1 ft. 2 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,752)

Avon

570. GENERAL ERA RECORD, Mar. 1, 1934 - June 30, 1935. Pertaining to CWA and ERA activities. Arranged alphabetically. (Never.) 9 x 12 folders, 8 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,104)

Belmont

571. MISCELLANEOUS RECORDS, Apr. 7, 1934 - June 30, 1935. Pertaining mostly to ERA workers' employment records. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 5 ft., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (3,451)

Billerica

572. RECORDS OF EMPLOYMENT, Apr. 7, 1934 - June 30, 1935. Pertaining to ERA workers' employment schedules. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 4 ft. 6 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (3,883)

Braintree

573. GENERAL CORRESPONDENCE, Apr. 1, 1934 - July 15, 1935. Filed alphabetically. (Never.) 9 x 12 folders, 11¾ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,857)

574. GENERAL ERA DATA, Apr. 12, 1934 - June 30, 1935. Consisting of time sheets, applications, correspondence, financial reports, budget charts, requisitions, etc. (Rarely, official.) 10 x 12 folders, 6 ft. 4 in., in 5 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (5,378)

Brookline

575. TIME SHEETS, Apr. 20 - June 30, 1935. Timekeepers' records of hours worked by ERA employees. Filed chronologically. (Never.) 6 x 12 bundles, 1 ft. 5 in., in pasteboard box. Dirty. W. side, Section A, 5th floor (Bldg. B). (3,589)

Cambridge

576. CORRESPONDENCE AND INTERNAL MEMORANDA, Apr. 1, 1934 - June 30, 1935. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (3,862)

577. ERA CORRESPONDENCE, Apr. 5, 1934 - June 30, 1935. With State directors and Washington headquarters pertaining to Federal Art projects. Filed chronologically. (Rarely, confidential.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 511. (564)

578. BILLS, Apr. 10, 1934 - June 30, 1935. Incurred by various projects. Filed numerically. (Never.) 9 x 12 folders, 11 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,856)

579. REPORTS OF ACCIDENTS, Apr. 27 - Oct. 30, 1934. Showing name of injured person, date, project number, and nature of injury. Filed alphabetically. (Never.) 9 x 12 folders, 4 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,090)

580. FIRST-AID CARDS, Apr. 1 - June 15, 1935. Record of first-aid given in accident cases. Filed alphabetically. (Never.) 3 x 5 bundles, 1 ft. 1 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (4,931)

Canton

581. OFFICE RECORDS, Mar. 28 - Aug. 23, 1934. Including correspondence, social service data, project information, etc. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft. 8 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,101)

Chelsea

582. SOCIAL SERVICE CARDS, Apr. 1, 1934 - June 30, 1935. Family folders containing information for checking economic status of applicants for relief work or welfare benefits. Filed alphabetically. (Never.) 5 x 8 forms, 1 ft. 3 in., in wooden box. Dirty. W. side, Section A, 5th floor (Bldg. B). (4,484)

583. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 5 ft. 5 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (4,096; 5,114)

584. ERA OFFICE RECORDS, Apr. 7, 1934 - June 30, 1935. Pertaining to project work, time and progress reports. Filed alphabetically. (Never.) 9 x 12 folders, 7 ft., in 4 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (67A)

585. NOTIFICATIONS OF CLASSIFICATION AND ASSIGNMENT, June 20 - June 30, 1935. Notices for work applicants to appear for interview. (Never.) 3 x 5 forms, 2 in., in open pasteboard box. Dirty. W. room, Section A, 5th floor (Bldg. B). (1,784)

Concord

586. ASSIGNMENT CARDS, Apr. 30, 1934 - June 30, 1935. CWA Form L-5. Filed alphabetically. (Never.) 3 x 5 cards, 7 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,590)

Dedham

587. ASSIGNMENT AND CLASSIFICATION SLIPS, Apr. 1, 1934 - June 30, 1935. CWA Forms L-5. Filed alphabetically. (Never.) 3 x 5 forms, 1 ft. 9½ in., in paper boxes. Dirty. W. side, Section A, 5th floor (Bldg. B). (4,625)

588. SOCIAL SERVICE LETTERS, Apr. 1, 1934 - June 30, 1935. Pertaining to eligibility of workers. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft. 5 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (4,934)

589. ASSIGNMENT AND IDENTIFICATION CARDS, May 10, 1934 - June 30, 1935. CWA Form L-5. Arranged alphabetically. (Never.) 3 x 5 cards, 1 ft. 10 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (4,099)

Dracut

590. APPLICATIONS FOR APPROVAL OF PROJECTS, Apr. 1, 1934 - June 30, 1935. Concerning projects connected with the office of the administrator. Filed alphabetically. (Never.) 9 x 12 folders, 8½ in., in wooden box. Dirty. W. side, Section A, 5th floor (Bldg. B). (4,680)

Dunstable

591. GENERAL RECORDS, Apr. 1, 1934 - June 30, 1935. Monthly reports to division of statistics, correspondence, applications for approval of projects and miscellaneous pay roll data. Filed alphabetically and chronologically. (Never.) 9 x 12 envelopes, 7 in., on floor. W. side, Section A, 5th floor (Bldg. B). (4,688)

Everett

592. OFFICE RECORDS, Apr. 1, 1934 - June 30, 1935. Showing progress reports, requisitions, work sheets, inventories, materials received, reports, and miscellaneous records. Filed by subject. (Never.) 9 x 12 paper packages, 9½ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,603)

Framingham

593. PAPERS OF PROCEDURE, Apr. 1, 1934 - July 10, 1935. Showing procedure documents used by office for instruction and guidance of employees. (Never.) 9 x 12 folders, 9 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,449)

594. COMMISSARY REQUISITIONS, Apr. 7, 1934 - June 30, 1935. Requisitions by ERA employees for commodities and necessities. Filed alphabetically. (Never.) 4 x 8 loose papers, 2 ft., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,087)

Franklin

595. APPROVED PROJECT APPLICATIONS, May 8, 1934 - June 30, 1935. Applications for approval of ERA projects. Filed alphabetically. (Never.) 9 x 12 folders, 11 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,591)

596. PAY ROLLS FOR PERSONAL SERVICES, Apr. 3 - June 30, 1935. Showing number, name, occupation, hours worked, rate of pay and total paid each worker (quadruplicate). Filed chronologically. (Semiannually, official.) 10 x 15 envelopes, 7 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,023)

Groton

597. GENERAL RECORDS, Mar. 10 - June 30, 1935. Showing records and correspondence, applications for new projects, miscellaneous pay rolls, applications for leave, and progress reports. Filed alphabetically. (Never.) 9 x 12 envelopes, 3 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,781)

598. ASSIGNMENT AND IDENTIFICATION CARDS, Apr. 3 - June 30, 1935. CWA Form L-5. Filed chronologically. (Never.) 3 x 5 bundles, 1 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (6,681)

Hopedale

599. GENERAL CORRESPONDENCE, May 4, 1934 - June 30, 1935. Between the Hopedale office and State administrators. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,177)

Hudson

600. CORRESPONDENCE, May 7, 1934 - June 14, 1935. Letters to and from the State administrator's office. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 1 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,731)

Leicester

601. GENERAL DATA, Apr. 1 - May 31, 1934. General correspondence and various reports. (Rarely, official.) 18 x 19 packages, 2 ft. 1 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,708)

Leominster

602. GENERAL DATA, Aug. 8, 1934 - June 10, 1935. General correspondence, applications, employment records, requisitions, and various records and reports. (Rarely, official.) 12 x 14 packages, 6 ft. 6 in., in 5 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (4,704)

Lexington

603. GENERAL CORRESPONDENCE, Apr. 7, 1934 - June 30, 1935. Letters to and from the office of the State administrator. Filed chronologically. (Never.) 9 x 15 folders, 10 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,026)

604. CORRESPONDENCE, May 19, 1934 - June 30, 1935. Filed alphabetically. (Never.) 10 x 15 folders, 2 ft. 3 in., in wooden box. W. side, Section A, 5th floor (Bldg. B). (5,190)

Lincoln

605. GENERAL RECORDS, May 8, 1934 - June 30, 1935. Applications for approval of projects, correspondence, pay rolls, work records, and miscellaneous records. Filed alphabetically. (Never.) 9 x 12 envelopes, 10 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,106)

Littleton

606. CORRESPONDENCE, Apr. 5, 1934 - June 30, 1935. Filed alphabetically. (Never.) 9 x 12 envelopes, 10½ in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,741)

Lowell

607. MISCELLANEOUS CORRESPONDENCE, Apr. 7, 1934 - June 30, 1935. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,839)

608. ADMINISTRATIVE CORRESPONDENCE, Jan. 21 - June 30, 1935. Between officials of the ERA and cooperating agencies. Filed chronologically. (Never.) 9 x 12 folders, 3 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,083)

609. MATERIAL RECEIVED REPORTS, Feb. 15 - June 30, 1935. Certifying inspection, acceptance, and receipt of materials. Filed chronologically. (Never.) 9 x 12 folders, 4 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,081)

Lunenburg

610. GENERAL DATA, Aug. 1, 1934 - June 30, 1935. General correspondence, applications, employment records, requisitions and various records and reports. (Seldom, official.) 10 x 14 bundles, 5 in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,686)

Medford

611. INDEX OF RELIEF WORKERS, May 1 - June 30, 1935. Records showing names, addresses and telephone numbers of relief workers. Filed alphabetically. (Never.) 3 x 5 cards, 5 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (1,780)

Medway

612. GENERAL RECORDS, June 1 - June 30, 1935. Miscellaneous records, including applications for new projects, assignment slips, pay rolls and pay roll data, correspondence and progress reports pertaining to ERA. (Never.) 10 x 15 envelopes, 5 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,039)

Melrose

613. APPLICATIONS FOR APPROVAL OF CIVIL WORKS PROJECTS, Apr. 1, 1934 - Feb. 15, 1935. Applications for official approval of various Civil Works projects. Filed chronologically. (Never.) 9 x 12 folders, 11½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,865)

614. REPORTS OF INJURY, Apr. 1, 1934 - June 30, 1935. Compensation Form CA-1, showing employee's notice of injury and original claim for compensation together with official superior's report of injury. Filed alphabetically. (Never.) 10 x 15 folders, 1 ft. 6 in., in pasteboard box. Dirty. W. side, Section A, 5th floor (Bldg. B). (5,058)

615. APPLICATIONS FOR APPROVAL OF PROJECTS, Apr. 1, 1934 - June 30, 1935. (Never.) 9 x 12 folders, 7 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,143)

616. APPLICATIONS FOR APPROVAL OF WORK PROJECTS, Apr. 7, 1934 - June 30, 1935. Applications by the city of Melrose for official approval of various work projects. Filed chronologically. (Never.) 9 x 12 folders, 4 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,860)

617. INJURY RECORDS, Apr. 7, 1934 - June 30, 1935. Record of injuries received on work projects. Filed chronologically. (Never.) 8 x 16 folders, 3½ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,898)

618. PLANS AND REQUISITIONS FOR PROJECTS, Apr. 7, 1934 - June 30, 1935. Plans, specifications, and requisitions made by city departments for approval of projects. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 1 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,867)

619. ADMINISTRATIVE CORRESPONDENCE, June 9, 1934 - June 30, 1935. Office correspondence. Filed chronologically. (Never.) 9 x 12 folders, 2 ft. 5 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,861)

620. RECOMMENDED PROJECTS, Dec. 4, 1934 - Mar. 19, 1935. List of recommended projects sanctioned by State ERA approving officer. Filed alphabetically. (Never.) 9 x 12 folders, 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,909)

621. GENERAL RECORDS, Apr. 15 - June 30, 1935. Miscellaneous ERA records, reports and correspondence. (Never.) 9 x 12 folders, 1 ft. 6 in., in 2 pasteboard boxes on floor. Dirty. W. side, Section A, 5th floor (Bldg. B). (5,105)

Mendon

622. WEEKLY TIME SHEETS, June 7, 1934 - July 18, 1935. Recording name of employee, case number, occupation, salary, and name of project on which employed. Filed chronologically. (Rarely, official.) 10 x 12 paper packages, 2 in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,170)

Millbury

623. GENERAL RECORDS, Apr. 1 - June 30, 1935. Miscellaneous records and reports of ERA office, including assignment cards, Federal Housing data, correspondence, pay rolls, project reports, and applications for new projects. Filed alphabetically. (Never.) 10 x 15 paper packages, 2 ft. 2 in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (4,613)

Millis

624. RECORDS, May 13, 1934 - May 2, 1935. General correspondence, time slips, pay rolls and pay roll data, assignment slips, and miscellaneous internal reports. (Never.) 9 x 12 folders, 1 ft. 4 in., on floor. Dirty. W. side, Section A, 5th floor (Bldg. B). (4,612)

Millville

625. GENERAL CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Letters between administrator and certifying officer and various agencies and departments pertaining to official transactions. (Never.) 9 x 12 loose papers, 3 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,056)

626. WEEKLY TIME SHEETS, Apr. 1, 1934 - June 30, 1935. Recording name of employee, case number, occupation, salary, and project on which employed. Filed chronologically. (Rarely, official.) 9 x 12 folders, 4½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,057)

627. APPLICATIONS FOR APPROVAL OF WORK PROJECTS, Apr. 4, 1934 - June 30, 1935. Describing location of proposed project, amount of work necessary, and cost for completion. Filed chronologically. (Rarely, official.) 10 x 12 paper packages, 4 in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,027)

Milton

628. RECORDS, Oct. 1, 1934 - June 30, 1935. Files including pay rolls, weekly time reports, and miscellaneous FHA data and correspondence. Filed by subject. (Never.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. Dirty. W. side, Section A, 5th floor (Bldg. B). (4,506)

Natick

629. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. General files of ERA activities. Filed alphabetically. (Never.) 9 x 12 bundles, 9½ in., in pasteboard box. Dirty. W. side, Section A, 5th floor (Bldg. B). (5,032)

New Braintree

630. WEEKLY TIME SHEETS, Mar. 7 - June 30, 1935. Recording name of employee, case number, occupation, wage rate, and earnings. Filed chronologically. (Rarely, official.) 10 x 12 paper package, ½ in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,067)

Norfolk

631. GENERAL RECORDS, Apr. 2, 1934 - June 30, 1935. Filed including assignment slips, pay rolls, time slips, project reports, correspondence, and miscellaneous reports. (Never.) 9 x 12 envelopes, 1 ft. 5 in., on floor. W. side, Section A, 5th floor (Bldg. B). (4,883)

Northboro

632. GENERAL DATA, Apr. 5, 1934 - June 9, 1935. Applications, pay rolls, requisitions, correspondence, progress reports, and various records and data pertaining to projects. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,889)

Northbridge

633. APPLICATION FOR APPROVAL OF WORK PROJECT, Apr. 1, 1934 - June 30, 1935. Original forms describing location of proposed project, cost of labor, expense of equipment, and materials and supplies necessary for completion. Filed chronologically. (Rarely, official.) 9 x 11 forms, 3½ in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (4,654)

634. WEEKLY TIME SHEETS, Dec. 20, 1934 - June 30, 1935. Showing name of employee, case number, occupation, number of hours worked, salary, and project on which employed. Filed chronologically. (Rarely, official.) 9 x 11 forms, 3 in., in paper box. W. room, Section A, 5th floor (Bldg. B). (4,626)

Norwood

635. PAY ROLLS FOR PERSONAL SERVICES, Oct. 4, 1934 - June 30, 1935. Showing name of employee, occupation, hours worked per week, and total pay received. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 3½ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,713)

Oxford

636. GENERAL DATA, Apr. 1, 1934 - June 30, 1935. Applications, requisitions, time sheets, correspondence, pay roll vouchers, certification slips, and other data. (Rarely, official.) 9 x 11 loose papers, 4 ft. 2½ in., in 4 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (5,103)

637. OFFICE RECORDS, July 11, 1934 - June 30, 1935. Administrator's records pertaining to project work, also time and accident reports. Filed chronologically. (Never.) 10 x 14 paper packages, 2 ft. 10½ in., on floor. W. side, Section A, 5th floor (Bldg. B). (4,095)

Paxton

638. WEEKLY TIME SHEETS, Apr. 1 - June 30, 1935. Recording name of employee, occupation, number of hours worked, pay rates, and name of project. Filed chronologically. (Rarely, official.) 9 x 11 bundles, 1 in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,625)

Pepperell

639. RECORDS, Apr. 1, 1934 - June 30, 1935. General files, including correspondence, time slips, supervisors' reports, pay roll data, and assignment slips. (Never.) 9 x 12 envelopes, 1 ft. 5¾ in., on floor. W. side, Section A, 5th floor (Bldg. B). (4,805)

Petersham

640. GENERAL CORRESPONDENCE, Nov. 1, 1934 - June 30, 1935. Pertaining to all activities. (Rarely, official.) 10 x 12 folders, 3 in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,630)

641. MONTHLY REPORTS, Nov. 1, 1934 - June 30, 1935. Reports on progress of projects, giving analysis of purchases, pay roll earnings, and obligations incurred for rental of equipment. Filed chronologically. (Rarely, official.) 10 x 12 folders, 1¾ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,594)

Phillipston

642. GENERAL DATA, Nov. 1, 1934 - June 30, 1935. Reports, applications, requisitions, correspondence, pay rolls, identification slips, and various other records. (Rarely, official.) 10 x 16 bundles, 11 in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,599)

Plainville

643. MONTHLY PROJECT CLASSIFICATION REPORTS, Apr. 1 - Oct. 6, 1934. Reports of various classes of projects being operated and expenditures made. Filed chronologically. (Never.) 9 x 12 folders, 10½ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (3,896)

644. CORRESPONDENCE, June 1, 1934 - June 30, 1935. Pertaining to administration. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 4 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,502)

645. REPORTS ON WOMEN'S PROJECTS, Aug. 1 - Dec. 15, 1934. Numbers of ERA women's projects and total number of women employed on such projects. Filed alphabetically. (Never.) 9 x 12 folders, 2 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,503)

646. APPLICATIONS FOR APPROVAL OF PROJECTS, Sept. 14 - Dec. 19, 1934. Filed chronologically. (Never.) 9 x 12 folders, 4 ft., in pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (3,447)

647. INSTRUCTION SHEETS, Mar. 18 - June 30, 1935. Notices of changes in official orders, and instructions pertaining to methods of carrying on work. Filed chronologically. (Never.) 9 x 12 folders, 10½ in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,483)

Randolph

648. RECORDS, Apr. 1, 1934 - June 30, 1935. NRA Form 3, index to relief cases, commodity receipts, list of commodities distributed, coal delivery orders, weekly time sheets, general correspondence, etc. (Never.) 9 x 12 bundles, 3 ft. 7 in., in 9 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (5,348)

Revere

649. RECORDS, Apr. 1, 1934 - June 30, 1935. Miscellaneous Federal Housing data, allotment and expenditure records, correspondence, requisitions, vouchers, purchase orders, etc. (Never.) 9 x 12 folders, 22 ft. 6 in., in 13 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (5,646)

Rutland

650. GENERAL DATA, Apr. 1, 1934 - July 8, 1935. Applications, pay rolls, requisitions, correspondence, progress reports and various other records and data. (Rarely, official.) 10 x 12 loose sheets, 1 ft. 8 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,644)

Sherborn

651. WEEKLY TIME SHEETS, Apr. 1, 1934 - June 30, 1935. Showing name of employee, case number, occupation, number of hours employed, and salary paid. Filed chronologically. (Rarely, official.) 10 x 12 envelopes, 3¾ in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,319)

652. APPLICATION FOR APPROVAL OF WORK PROJECT, Apr. 9, 1934 - July 5, 1935. Giving description and location of proposed project, estimated cost, average number of workers to be employed and general information pertaining to equipment. Filed chronologically. (Rarely, official.) 10 x 12 envelope, 1 in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,431)

Shirley

653. RECORDS, Apr. 1, 1934 - June 30, 1935. Commodity receipts, assignment slips, general correspondence, weekly time sheets, applications for new projects, etc. Filed alphabetically. (Rarely, official.) 9 x 12 envelopes, 11 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,452)

Shrewsbury

654. GENERAL DATA, May 15, 1934 - June 30, 1935. Reports, correspondence, applications, requisitions, pay rolls, identification slips, time sheets, progress reports, and other reports. (Rarely, official.) 10 x 12 loose sheets, 1 ft. 2 in., in box on floor. W. room, Section A, 5th floor (Bldg. B). (4,611)

Somerville

655. GENERAL DATA, Apr. 1, 1934 - June 30, 1935. Time sheets, applications, correspondence, monthly and financial reports, budget charts, requisitions, investigation reports, and miscellaneous records. (Rarely, official.) 9 x 11 loose sheets, 13 ft. 4 in., in 10 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (5,373)

Southboro

656. GENERAL DATA, May 1, 1934 - June 30, 1935. Applications, pay rolls, requisitions, correspondence, progress reports, and various other records and data. (Rarely, official.) 10 x 12 loose sheets, 11 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,648)

Spencer

657. GENERAL DATA, May 1, 1934 - June 30, 1935. Correspondence, reports, applications, requisitions, pay rolls, identification slips, progress and various other reports and records. (Rarely, official.) 10 x 12 loose sheets, 2 ft. 10 in., in 2 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (4,664)

Sterling

658. GENERAL CORRESPONDENCE, July 7, 1934 - June 30, 1935. (Rarely, official.) 9 x 11 loose sheets, $2\frac{1}{4}$ in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (4,631)

Stoughton

659. RECORDS, Apr. 1, 1934 - June 30, 1935. Comprising sheets, pay rolls, correspondence, commodity receipts, requisitions, vouchers, project reports and purchase orders. (Never.) 9 x 12 folders, 3 ft. 6 in., in 4 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (5,031)

Stow

660. RECORDS, Apr. 1, 1934 - June 30, 1935. Including applications for new projects, classification and assignment cards, correspondence and miscellaneous records. (Never.) 9 x 12 envelopes, 5 in., on floor. W. side, Section A, 5th floor (Bldg. B). (5,333)

Sturbridge

661. REPORTS OF GENERAL ACTIVITIES, May 1, 1934 - June 30, 1935. Correspondence, monthly reports, completed project reports, monthly allotments, requisitions, special reports, and miscellaneous data. Filed chronologically. (Rarely, official.) 10 x 12 folders, 11 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,700)

Sutton

662. REPORTS ON COMPLETED, TRANSFERRED OR DISCONTINUED PROJECTS, Apr. 1, 1934 - Jan. 14, 1935. Concerning information as to completion of or reason for discontinuance of projects. Filed chronologically. (Rarely, official.) 10 x 12 bundle, $\frac{3}{4}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,685)

663. PAY ROLL FOR PERSONAL SERVICES, July 1, 1934 - June 30, 1935. Listing names of workers, occupations, and salaries received. Filed chronologically. (Rarely, official.) 10 x 12 paper packages, 6 in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,721)

Templeton

664. MONTHLY PROJECT CLASSIFICATION REPORT, May 30, 1934 - June 30, 1935. Showing number of employees, amount of supplies and equipment purchased, rental, equipment, services, and other charges. Filed chronologically. (Rarely, official.) 6 x 8 bundles, $1\frac{1}{2}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,485)

Tewksbury

665. ORDERS FOR COMMODITY DISTRIBUTION, Mar. 31 - July 21, 1934. Orders authorizing delivery of commodities produced by ERA to needy persons. Filed chronologically. (Never.) 9 x 12 bundles, 1 ft., on floor. W. room, Section A, 5th floor (Bldg. B). (3,677)

666. GENERAL CORRESPONDENCE, Apr. 20, 1934 - June 30, 1935. Between local ERA and State headquarters and other interested agencies. Filed chronologically. (Never.) 9 x 12 bundles, $8\frac{3}{4}$ in., on floor. W. side, Section A, 5th floor (Bldg. B). (3,678)

Townsend

667. MISCELLANEOUS RECORDS, Apr. 1, 1934 - June 30, 1935. Bulletins of instructions on procedure to local administrators. Filed chronologically. (Never.) $9\frac{1}{2}$ x 12 envelopes, $2\frac{1}{4}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (5,252)

668. APPLICATION FOR APPROVAL OF WORK PROJECT, July 2, 1934 - June 30, 1935. Schedule of project showing type of work, estimated cost, number of employees, total man-hours and rate per hour. Filed alphabetically. (Yearly, official.) $9\frac{1}{2}$ x 12 envelopes, 1 in., in bundle on floor. W. room, Section A, 5th floor (Bldg. B). (5,647)

669. PAY ROLL FOR PERSONAL SERVICES, July 12, 1934 - June 30, 1935. Pay roll record showing names of workers, numbers, occupations, hours worked daily and weekly, rate per hour, and total weekly expenditures. Filed chronologically. (Yearly, official.) $9\frac{1}{2}$ x 12 envelopes, $2\frac{1}{4}$ in., in bundle on floor. W. room, Section A, 5th floor (Bldg. B). (5,460)

670. WEEKLY TIME SHEETS, Dec. 6, 1934 - June 30, 1935. Showing names, numbers, occupations, hours worked daily and weekly, rate per hour, and total earnings. Filed chronologically. (Yearly, official.) $9\frac{1}{2}$ x 12 envelopes, $\frac{1}{2}$ in., in bundle on floor. W. room, Section A, 5th floor (Bldg. B). (5,678)

Tyngsboro

671. RECORDS, Apr. 1, 1934 - June 30, 1935. Comprising weekly time sheets, pay rolls, assignment slips, applications for new projects, and commodity receipts. (Never.) 9 x 12 envelopes, 1 ft. $7\frac{1}{2}$ in., in 2 pasteboard boxes. W. side, Section A, 5th floor (Bldg. B). (5,289)

Upton

672. APPLICATION FOR APPROVAL OF WORK PROJECTS, June 4, 1934 - June 20, 1935. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (3,666)

673. WEEKLY TIME SHEET, Feb. 14 - June 30, 1935. Showing employees' wages, number of hours employed, and location of projects. Filed chronologically. (Never.) 10 x 12 bundles, $2\frac{1}{4}$ in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,668)

Uxbridge

674. GENERAL DATA, Apr. 1 - May 25, 1934. Correspondence, applications, requisitions, reports, and records. (Never.) 10 x 12 loose papers, $8\frac{3}{4}$ in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (4,596)

Waltham

675. MISCELLANEOUS PROJECTS PAY ROLL, WALTHAM, Apr. 5, 1934 - June 20, 1935. Tabulations of weekly pay rolls. Arranged chronologically. (Never.) 9 x 12 loose papers, 9 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (2,990)

676. REPORTS OF ACCIDENTS, Sept. 28, 1934 - June 30, 1935. Accident reports. Arranged chronologically. (Never.) 8½ x 11 loose papers, 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,000)

Warren

677. GENERAL REPORTS, Apr. 1 - Apr. 26, 1934. Showing weekly reports on progress of projects, general correspondence, instructions, requests for allotments, supplies, and purchases. (Never.) 10 x 12 folders, 1 in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (3,672)

Webster

678. GENERAL DATA, June 8, 1934 - June 30, 1935. General correspondence, records, and reports. (Never.) 9 x 12 folders, 1 ft. 1 in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (4,689)

West Boylston

679. APPLICATIONS FOR APPROVAL OF WORK PROJECTS, Mar. 26, 1934 - June 30, 1935. Filed chronologically. (Never.) 8 x 10½ bundle, ¾ in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,667)

West Brookfield

680. APPLICATION FOR APPROVAL OF WORK PROJECT, Aug. 30, 1934 - Apr. 8, 1935. Filed chronologically. (Never.) 8 x 10½ bundles, 2 in., on floor. W. room, Section A, 5th floor (Bldg. B). (3,665)

Westminister

681. GENERAL REPORTS, Jan. 30 - June 30, 1935. Reports on employees, requisitions for supplies and purchases made by administrator, and general data on progress of work. (Never.) 10 x 12 envelopes, 4¾ in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (3,675)

Weston

682. CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Correspondence between town officials and State ERA officials relative to project activities. Filed chronologically. (Never.) 8½ x 11 loose papers, 2 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,588)

683. APPLICATION FOR APPROVAL OF WORK PROJECT, Apr. 4, 1934 - June 30, 1935. Schedule of work proposed for approval as project, showing number of skilled and unskilled persons to be employed. Filed chronologically. (Never.) 8½ x 11 loose papers, ¾ in., in pasteboard box on floor. W. room, Section A, 5th floor (Bldg. B). (4,589)

Westwood

684. CORRESPONDENCE, Mar. 28, 1934 - June 30, 1935. Correspondence between various ERA town officials and State ERA offices relating to project activities. Filed chronologically. (Never.) 9 x 12 folders, 4 in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,780)

685. PROJECT FOLDERS, Apr. 1, 1934 - June 23, 1935. Records and reports relative to ERA projects, together with pertinent correspondence. Filed alphabetically. (Never.) 9 x 12 folders, 2¾ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,576)

686. RECORDS, Apr. 5, 1934 - Apr. 3, 1935. Comprising weekly time reports, pay rolls, assignment slips, correspondence, and applications for new projects. (Never.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,577)

687. WEEKLY TIME SHEETS, Dec. 6, 1934 - June 30, 1935. Tabulations showing names, numbers, occupations, daily and weekly hours worked, rates per hour, and total weekly expenditures. Filed chronologically. (Rarely, official.) 9½ x 12½ envelopes, ½ in., on floor. W. room, Section A, 5th floor (Bldg. B). (4,643)

Weymouth

688. WEEKLY TIME SHEETS, Oct. 11, 1934 - June 30, 1935. Tabulations showing names of workers and number of hours worked daily and weekly. Filed chronologically. (Yearly, official.) 8½ x 11 loose papers, 1 ft., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,707)

689. PAY ROLL FOR PERSONAL SERVICES, Oct. 11, 1934 - June 30, 1935. Pay roll record showing number, name, occupation, daily and total weekly hours worked, rate per hour and total earnings of each worker. Filed chronologically. (Yearly, official.) 10½ x 17 loose papers, 4¼ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,750)

Wilmington

690. MISCELLANEOUS RECORDS, Apr. 12, 1934 - June 30, 1935. Correspondence, records, reports, registrations, and miscellaneous data. (Never.) 9 x 12 folders, 1 ft., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,602)

Winchendon

691. GENERAL REPORTS, Apr. 1 - Nov. 30, 1934. Weekly reports on progress of projects, correspondence, instructions, requests for allotments, supplies and purchases pertaining to ERA activities. (Never.) 10 x 12 bundles, 3 ft. 2½ in., in 2 pasteboard boxes on floor. W. room, Section A, 5th floor (Bldg. B). (4,783)

Winthrop

692. PAY ROLL FOR PERSONAL SERVICES, Apr. 26, 1934 - Jan. 24, 1935. Pay roll tabulations. Filed chronologically. (Never.) 12 x 18 folders, 1 ft., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,902)

Woburn

693. MISCELLANEOUS RECORDS, Apr. 30, 1934 - June 30, 1935. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,116)

694. ALLOTMENT AND BALANCE CORRESPONDENCE, Aug. 7, 1934 - June 30, 1935. Correspondence between administrator and chief assistant disbursing officer of State ERA, concerning allotments and balances. Filed chronologically. (Never.) 9 x 12 folders, 11 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (5,069)

Wrentham

695. WEEKLY TIME SHEETS, Jan. 10 - June 30, 1935. Recording names, numbers, occupations, daily and weekly hours worked, rate of pay, and total earnings of workers. Filed chronologically. (Yearly, official.) 12 x 15¾ envelopes, 1 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,628)

696. WEEKLY AND MONTHLY REPORTS, Feb. 19 - June 30, 1935. Showing project activities. Filed chronologically. (Yearly, official.) 9 x 12 folders, ½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,096)

STATE ADMINISTRATORS' OFFICES

697. LOCAL ADMINISTRATORS, Sept. 1, 1934 - June 30, 1935. Showing names, addresses, and other information concerning local administrators. Filed alphabetically. (Never.) 3 x 5 cards, 1¾ in., in pasteboard box. R. N, 5th floor (Bldg. B). (11,801)

Division of Finance and Statistics

Accounting Unit

698. PROJECT APPLICATIONS, Apr. 1, 1934 - June 30, 1935. Showing date, location, description of project and estimated cost. Filed alphabetically. (Rarely, official.) 8½ x 11 loose papers, 29 ft., in 15 drawers of wooden transfer cases. R. 235, vault (Bldg. A). (10,893)

699. PRODUCTION REPORTS ON MEN'S DIVISION, Apr. 1, 1934 - June 30, 1935. Reports received from local offices of surplus commodities, showing men working, hours worked, and work accomplished, and requests for delinquent reports. Arranged chronologically. (Never.) 9 x 11½ folders, 2¼ in., on open metal shelf. R. 235, vault (Bldg. A). (10,888)

700. REPORTS ON SEWING AND CANNING PROJECTS, Apr. 1, 1934 - June 30, 1935. Entries from local sewing and canning projects, showing number of project, amount of allotment, number of workers, hours worked, total work completed, and amount of weekly pay roll. Entered chronologically. (Never.) 6¼ x 8¾ loose-leaf books, 7 ft., in 2 wooden boxes. R. 235, vault (Bldg. A). (11,096)

701. RECORD OF PROJECTS, Apr. 1, 1934 - June 30, 1935. Ready reference entries, showing pay roll data, number of workers, and amount of allotment. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 ft., in 3 pasteboard boxes. R. 235, vault (Bldg. A). (10,895)

702. BULLETINS, Apr. 1, 1934 - June 30, 1935. Relating to procedure, regulations, and instructions under ERA. Entered chronologically. (Daily, official.) 9 x 11½ and 11 x 11½ loose-leaf books (11), 1 ft. 8 in., on open wooden shelf. R. 404 (Bldg. A). (10,823)

703. PAY ROLL REGISTER AND SUMMARY, Apr. 5, 1934 - June 30, 1935. Entries summarizing pay rolls from Massachusetts cities and towns, number of workers, hours, and total amount of pay rolls. Entered chronologically. (Never.) 11¼ x 17 loose-leaf books, 21 ft., on 7 open metal shelves. R. 235, vault (Bldg. A). (10,894)

704. RECORD OF SUPPLEMENTARY PAY ROLLS, ERA PROJECTS, Sept. 1, 1934 - June 30, 1935. Showing disbursing officer, United States Treasury disbursing office number, pay roll and project numbers, payee's name, and amount. Entered chronologically. (Seldom, official.) 14 x 17 loose-leaf books, 3½ in., on open metal shelf. R. 235, vault (Bldg. A). (10,892)

705. STAFF AND CLERICAL WORKERS, Sept. 6, 1934 - Apr. 30, 1935. Tabulations of relief and non-relief status of workers, pay roll costs, and other data. Arranged chronologically. (Never.) 10½ x 17 papers, 2 in., on metal shelf. R. 235, vault (Bldg. A). (11,311)

706. INTERNAL MEMORANDA, Nov. 1, 1934 - May 31, 1935. Records sent from accounting to pay roll office and notices of corrections on pay rolls Filed chronologically. (Never.) 9½ x 14 folders, 1 in., on open metal shelf. R. 235, vault (Bldg. A). (10,891)

707. PROJECTS CONTAINING EXPENSES OTHER THAN PAY ROLL, Nov. 1, 1934 - June 30, 1935. Showing name of town, project number, and amount of expense. Filed chronologically. (Never.) 9½ x 14 folders, ½ in., on open metal shelf. R. 235, vault (Bldg. A). (10,890)

708. EXPENDITURES OVER ESTIMATED COSTS, Mar. 1 - June 30, 1935. Showing original allotment, amount expended, and amount of overdrafts. Filed alphabetically. (Never.) 9½ x 14 folders, 2 in., on open metal shelf. R. 235, vault (Bldg. A). (10,889)

Compensation Unit

709. CWA CLOSED CASES, Apr. 1, 1934 - Mar. 11, 1935. Record of claims paid, after careful consideration, showing claimant's name and address, description of claim, district number, and related correspondence. Filed numerically. 3 x 5 card index, 12 ft. 5 in. (Monthly, official.) 9 x 12 folders, 58 ft. 6 in., in 89 drawers of wooden filing cases. R. 925 (Bldg. A). (11,317)

Pay Roll Unit

710. EXEMPTIONS TAKEN ON PAY ROLLS AND VOUCHERS, Apr. 1, 1934 - June 30, 1935. Record of exemptions on checks, pay rolls, travel vouchers, and other exemptions submitted by ERA personnel. Filed numerically. (Occasionally, official.) 5 x 8 papers, 1 ft. 11 in., in 2 pasteboard boxes. R. 241 (Bldg. A). (10,719)

711. LEDGER ACCOUNT, Apr. 6, 1934 - Apr. 7, 1935. Record of funds allotted to various ERA projects, showing daily disbursements for pay roll, monthly summary, and report of balances. Entered numerically. (Rarely, official.) 12 x 16½ loose-leaf books, 4 in., in drawer of metal filing case. R. 242 (Bldg. A). (10,691)

712. SHIPPING NOTICES, Aug. 4 - Nov. 5, 1934. Letters relative to telegrams from Federal Surplus Relief Corporation to Massachusetts Drought Relief supervisor regarding shipments of cattle, showing number of carloads, car number, and route. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 423 (Bldg. A). (11,149)

713. REQUISITIONS, Aug. 22, 1934 - Feb. 27, 1935. For purchases under the Massachusetts Drought Relief Program for supplies, pasturage and trucking, showing name of purchasing officer, vendor, address, date, description of articles or services. Filed numerically. (Never.) 9 x 12 folders, 2 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,154)

714. CATTLE PROGRAM SETTLEMENT, Aug. 1934 - May 27, 1935. Record of obligations incurred by ERA for drought relief in Massachusetts, showing number of cattle and where received, comparison of actual expenditures, estimated monthly funds required, and cost of freighting cattle from Littleton to pasturage. Filed alphabetically. (Never.) 9 x 12 folders, 5 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,859)

715. PURCHASE ORDERS, Sept. 5 - Dec. 5, 1934. Covering purchases of beef for relief purposes by Massachusetts Drought Relief Program. Data regarding concerns from whom beef was bought includes name, address, lot number, car number, amount of cattle, live and average weight. Filed alphabetically. (Never.) 9 x 12 folders, 10 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,209)

716. PERSONNEL RECORDS, Sept. 12 - Dec. 18, 1934. Names of employees of Massachusetts Drought Relief Program, their classifications, dates started to work, salaries, and total persons employed. Filed alphabetically. (Never.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 423 (Bldg. A). (11,229)

717. CATTLE CONTROL SUMMARIES, Sept. 20, 1934 - Jan. 17, 1935. Showing cattle received, pastured, slaughtered, boned, and amount of beef produced and canned for ERA and private plants. Filed by subject. (Never.) 9 x 14½ loose-leaf books, 2 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,156)

718. RECEIVING REPORTS, Oct. 24 - Nov. 9, 1934. Record of cattle delivered for pasturage by Massachusetts Drought Relief Program, showing name of owner of pasture, date, address, truck registration number, description and number of cattle delivered, and signature of ERA checker and truck driver. Filed alphabetically. (Never.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,208)

719. GENERAL FILE OF FIELD AUDITOR, May 14 - June 30, 1935. Correspondence and canteen reports concerning Wakefield Transient Camp, investigation of transient camps, personnel records, regulations for purchases, and reports on general relief commodities used. Filed by subject. (Never.) 9 x 11½ loose-leaf books, 1½ in., in drawer of wooden filing case. R. 423 (Bldg. A). (11,232)

Personnel Director

720. GENERAL CORRESPONDENCE, Apr. 1 - Dec. 31, 1934. Letters pertaining to personnel and administration of this office. Filed alphabetically. (Rarely, official.) 11 x 12 bundles, 2 ft., on floor of vault. R. 235, vault (Bldg. A). (11,306)

Transportation Unit

721. CAR TICKET PURCHASES, Apr. 1, 1934 - June 30, 1935. Report of purchases of car tickets during ERA period, showing name of project, number of tickets, date of purchase, and project number. Filed alphabetically. (Never.) 4 x 6 cards, 1 ft. 6 in., in drawer of metal filing case. R. 836 (Bldg. A). (11,194)

722. CORRESPONDENCE, Mar. 1, 1934 - June 30, 1935. With cities and towns, relative to administrative personnel, and various other subjects. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 412 (Bldg. A). (11,087)

723. READY REFERENCE CARDS, Apr. 1, 1934 - July 1, 1935. Showing number of project, material used on same, kind of work, length of time spent on projects, and name of county and town. Filed alphabetically. (Never.) 3 x 5 cards, 8 ft., in 8 pasteboard boxes. R. 202 (Bldg. A). (10,505)

724. TRANSPORTATION AND PER DIEM REGISTER, Apr. 2 - June 30, 1935. Showing name of traveler, dates vouchers received and returned, authorization numbers, dates sent by voucher section to department heads and to disbursing officer. Filed numerically. (Never.) 10 x 14 loose-leaf books, 3 in., on wooden shelf. R. 836 (Bldg. A). (11,239)

Division of Operations

Engineering Unit

725. INVENTORY OF EQUIPMENT, Apr. 1, 1934 - June 30, 1935. Showing Federal equipment on hand, largely sewing project inventories, itemizing size, condition, vendor, rental rate or purchase price, inventory value, date and location. Arranged by location and machine number. (Occasionally, official.) 4 x 7 cards, 8 in., in pasteboard box. R. 205 (Bldg. A). (10,514)

726. MATERIAL AND EQUIPMENT RECORD, Apr. 1, 1934 - June 30, 1935. Showing all materials, equipment and other supplies purchased by Federal funds for use on projects; itemizing type, quantity, and cost. Filed alphabetically by towns. (Occasionally, official.) 5 x 8 cards, 1 ft. 6 in., in 2 pasteboard boxes. R. 205 (Bldg. A). (10,481)

727. TOOLS AND EQUIPMENT, Apr. 1, 1934 - June 30, 1935. Entries listing all tools and equipment purchased for ERA projects, showing numbers and sponsors of projects, items, quantity, cost and purchase numbers. Filed by subject. (Seldom, official.) 5 x 8 cards, 5 in., in pasteboard box. R. 205 (Bldg. A). (10,510)

Project Unit

728. ERA PROJECTS SUBMITTED TO WASHINGTON, D.C., Apr. 1, 1934 - June 30, 1935. Record of all ERA projects, showing town project number, amount of Federal and sponsor's contributions, number of workers, total funds, and brief description of project. Arranged chronologically. (Occasionally, official.) 17½ x 22½ loose-leaf books, 2½ in., on floor. R. 204 (Bldg. A). (10,518)

729. READY REFERENCE FILE, ERA PROJECTS, Apr. 1, 1934 - June 30, 1935. Condensed records of ERA projects in Massachusetts, showing name of town, description and location of project, number of workers, man-hours, amount of allotment, etc. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 ft. 4 in., in 2 pasteboard boxes. R. 204 (Bldg. A). (10,271)

730. STATE-WIDE PROJECTS, ERA, Apr. 1, 1934 - June 30, 1935. Project history record of ERA State-wide projects, including project applications for approvals, description, and location. Filed numerically. Index. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. R. 204 (Bldg. A). (10,347)

731. WHITE COLLAR PROJECTS, ERA, Apr. 1, 1934 - June 30, 1935. Records showing applications for projects and approvals, description, location, etc. Filed numerically. 5 x 8 card index, 8 in. (Occasionally, official.) 9 x 12 folders, 12 ft. 2 in., in 7 drawers of metal filing cases. R. 204 (Bldg. A). (10,273)

732. COMPLETION REPORTS, Apr. 1, 1934 - June 30, 1935. Record of completed, discontinued, and disapproved projects, showing estimated and actual cost of projects, man-hours, and other information. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 15 ft., in 8 drawers of metal filing cases. R. 204 (Bldg. A). (10,345; 10,578)

733. ALLOTMENTS FOR PROJECTS, Sept. 1 - Nov. 30, 1934. Ready reference entries of amount of Federal grants allotted to cities and towns of Massachusetts for ERA projects, showing name of town, administrator, month, and amount of allotment. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 205 (Bldg. A). (10,508)

734. CLASSIFIED PROJECTS, Oct. 1, 1934 - June 30, 1935. Record showing classification of projects, symbol and number, town, description, number of men and hours, money approved, etc. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 6 ft. 1 in., in 2 drawers of metal card cabinet and in 4 pasteboard boxes. R. 204 (Bldg. A). (10,348)

735. CORRESPONDENCE, Oct. 1, 1934 - June 30, 1935. Letters to and from local administrators, Washington, D.C., and this office. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. R. 204 (Bldg. A). (10,272)

736. PROJECT RECORD, Oct. 1, 1934 - June 30, 1935. Showing description of projects, estimated cost, approvals, Federal and sponsor's contributions, number of men, hours, etc. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 41 ft. 3 in., in 23 drawers of metal filing cases. R. 204 (Bldg. A). (10,270)

737. MATERIAL INVENTORY OF DEMOLITION PROJECTS, Feb. 1 - June 30, 1935. Listing all material salvaged from ERA demolition projects received at Albany Street Yard, Boston; also equipment stored at Chestnut Street Yard, Brighton, Massachusetts; showing type of material, where salvaged, quantity, amount used on other projects and on hand. Filed by subject. (Occasionally, official.) 5 x 8 cards, 4¼ in., in pasteboard box. R. 205 (Bldg. A). (10,478)

738. PROJECTS RECEIVED, ERA, Feb. 7 - July 12, 1935. Record of ERA projects from Massachusetts cities and towns, giving brief description of project, symbol, etc. Entered numerically and alphabetically. (Occasionally, official.) $8\frac{3}{4}$ x $14\frac{1}{4}$ vols., 8 in., in book rack. R. 204 (Bldg. A). (10,344)

739. RECORD OF INCOMING PROJECTS, Feb. 7 - July 12, 1935. Showing all ERA projects submitted by six districts in Massachusetts, recording district, town, appropriation and sponsor's number, brief description of project, date received, and name of examiner. Filed numerically. Index. (Occasionally, official.) 12 x 19 loose-leaf books, 3 in., on table. R. 204 (Bldg. A). (10,349)

740. STATE-WIDE PROJECTS, Feb. 7 - July 12, 1935. Records received from Massachusetts cities and towns, giving project symbol and brief description. Filed alphabetically and numerically. (Occasionally, official.) $8\frac{3}{4}$ x $14\frac{1}{4}$ vol., 1 in., in book rack. R. 204 (Bldg. A). (10,346)

Division of Employment

Assignment Unit

741. PERSONNEL RECORD OF ASSIGNMENT DIVISION, Jan. 1 - June 30, 1935. Including applications for positions and letters of recommendations, showing whether applicant was rejected or employed, also indicating active workers and those whose employment has terminated. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 2 ft. 6 in., in 3 drawers of metal filing case. R. 239 (Bldg. A). (10,524)

742. NAMES OF ERA WORKERS, May 1 - May 31, 1935. Record of Massachusetts ERA employees received from district offices, showing name, address, and number of workers. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 239 (Bldg. A). (10,587)

Women's and Professional Division

Commodity Distribution Unit

743. MONTHLY SUMMARIES OF COMMODITY ALLOTMENTS, Nov. 1, 1934 - Mar. 22, 1935. Compiled from warehouse delivery records, showing the allotment and shipment to each city and town in Massachusetts. Filed alphabetically. (Daily, official.) 14 x 17 vols., 1 ft. 1 in., in wooden racks. R. 219 (Bldg. A). (11,224)

Transient Division

744. INVOICES, Apr. 6 - July 24, 1934. Showing purchase orders and records of brick, lime, cement, and pipes for erection of transient centers throughout Massachusetts. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,842)

745. REQUISITIONS AND CONTRACTS, May 17, 1934 - June 30, 1935. Copies of requisitions to the purchasing department for the purpose of setting up contracts for gas, oil, clothing, garage rent, food, etc. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,553)

746. INVOICES FROM VENDORS AT SPRINGFIELD, June 11 - Nov. 20, 1934. Letters of authorization and invoices for merchandise sold to Springfield transient center, showing date, name of concern, quantity, article, and price. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (11,081)

747. LAWRENCE CORRESPONDENCE REGARDING RELIEF ORDERS, July 17, 1934 - June 30, 1935. Between ERA State director and supervisor of Lawrence transient centers, pertaining to correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,358)

748. CORRESPONDENCE WITH BOSTON CENTER REGARDING RELIEF ORDERS, Aug. 2, 1934 - June 30, 1935. Between FERA State director and supervisor of Boston transient center, pertaining to correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 2½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,350)

749. INVOICES FROM VENDORS AT WORCESTER, Sept. 5, 1934 - June 11, 1935. Record of food and other commodities sold to Worcester transient center, showing date, name of concern, article and quantity. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,855)

750. SPRINGFIELD VOID COPIES OF RELIEF ORDERS, Oct. 8, 1934 - June 30, 1935. Showing names of local agency and unit, specifications of articles, dates, and amounts due. Filed chronologically. (Daily, official.) 9 x 12 folders, 4½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,539)

751. CORRESPONDENCE WITH WORCESTER CENTER REGARDING RELIEF ORDERS, Oct. 19, 1934 - June 30, 1935. Letters of complaint from landlords, and correspondence between State director and Worcester supervisor regarding correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 3 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,360)

752. RELIEF ORDERS OUTSTANDING, ALL CENTERS, Oct. 20, 1934 - June 30, 1935. Correspondence between State director and supervisors of transient centers regarding relief orders not fulfilled, showing name of vendor, date, relief order number, and amount due. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (11,075)

753. GREENFIELD CORRESPONDENCE REGARDING RELIEF ORDERS, Nov. 7, 1934 - Jan. 12, 1935. Between FERA State Director and supervisor of Greenfield transient center, pertaining to correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,359)

754. BLANKET RELIEF ORDER, Nov. 16, 1934 - Feb. 1, 1935. Complete report of services rendered by Massachusetts General Hospital, Massachusetts Eye and Ear Infirmary, and Reliable Shoe Repairing Company to Federal transients, showing hospital card number, name of transient, and amount due. Filed chronologically. (Daily, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. R. 32 (Bldg. A). (11,074)

755. LODGING RECORDS FOR LAWRENCE TRANSIENT CENTER, Nov. 20, 1934 - June 30, 1935. Payments to lodging house owners for transients, showing name of lodger, name of vendor, FERA numbers, date, rate per day, and total amount due. Filed alphabetically. (Daily, official.) 9 x 12 folders, ¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,353)

756. LODGING RECORDS FOR WORCESTER TRANSIENT CENTER, Nov. 22, 1934 - June 30, 1935. Payments to lodging house owners for transients, showing name of lodger, name of vendor, FERA number, date, rate per day, and total amount due. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,277)

757. CORRESPONDENCE WITH WAKEFIELD CAMP REGARDING RELIEF ORDERS, Dec. 20, 1934 - June 30, 1935. Correspondence between FERA State director and supervisor of Wakefield transient camp, pertaining to correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, ¾ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,809)

758. BOSTON VOID COPIES OF RELIEF ORDERS, Jan. 1 - June 30, 1935. Showing name of State and local FERA, name of vendor, name and address of lodger, specifications of services, total amount due, and signature of authorized agent. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,352)

759. LAWRENCE VOID COPIES OF RELIEF ORDERS, Jan. 5 - May 20, 1935. Showing name of local FERA agency and unit, specifications of articles, date, and amount due. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,351)

760. VOID COPIES OF RELIEF ORDERS FROM WORCESTER, Jan. 7 - June 30, 1935. Record of landlord's bills unpaid because of error, showing name of local FERA agency, vendor, lodger, services, amount due, and agent's signature. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,357)

761. WARWICK CORRESPONDENCE REGARDING RELIEF ORDERS, Jan. 12 - July 27, 1935. Between FERA State director and supervisor of Warwick transient center, pertaining to correction of relief orders and invoices. Filed chronologically. (Daily, official.) 9½ x 12½ envelopes, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,377)

762. RECORD OF SCHEDULES, Feb. 1 - May 31, 1935. Disbursements of transient centers, showing name and rank of officer, disbursing station, period ending, symbol, transient center, bureau, appropriation numbers, name of payee, and amount paid. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,355)

763. LODGING RECORDS FOR BOSTON TRANSIENT CENTER, Feb. 2 - June 30, 1935. Records of payments to lodging house owners for transients at Boston, showing name of lodger, FERA number, date, vendor, rate per day, and total amount due. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1½ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,276)

764. GREENFIELD VOID COPIES OF RELIEF ORDERS, May 8 - May 16, 1935. Showing name of local FERA agency, specifications of articles, date, and amount due. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,356)

765. WAKEFIELD VOID COPIES, RELIEF ORDERS, May 15 - June 30, 1935. Showing local ERA agency and unit, specifications of articles, date, and amount due. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 32 (Bldg. A). (10,523)

766. DUPLICATE COPIES OF RELIEF ORDERS, May 29 - June 30, 1935. Correspondence between accountant in charge and supervisors of transient centers, listing duplicate copies of relief orders from which no billing was received showing dates and relief order numbers. Filed chronologically. (Daily, official.) 9 x 12 folders, ¼ in., in drawer of metal filing case. R. 32 (Bldg. A). (10,354)

Administrative Division

Office Management Unit

767. ERA REQUISITIONS, Apr. 1, 1934 - Aug. 12, 1935. Forms sent by State-wide projects for office supplies, including paper, pens, ink, and carbon paper, charged to general fund of this unit. Filed numerically. (Weekly, official.) 9 x 12 folders, 1 ft. 4¾ in., in drawer of metal filing case. R. 262 (Bldg. A). (10,554)

768. ERA BILLS OF LADING, Apr. 28, 1934 - July 31, 1935. Covering supplies to projects, showing name of trucking company, date, name and address of person receiving shipment and charges (copies). Filed numerically. (Rarely, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 259 (Bldg. A). (10,660)

REGIONAL DIRECTOR

769. ERA CORRESPONDENCE, Apr. 2, 1934 - June 30, 1935. Between Administrator in Washington, D.C., and Massachusetts regional office, pertaining to administrative routine, of this office and of Massachusetts ERA division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 18 ft., in 9 drawers of metal filing cases. Rs. 211G and 211F (Bldg. A). (10,275; 10,268)

770. RESETTLEMENT CORRESPONDENCE, Apr. 2, 1934 - June 30, 1935. Pertaining to progress and efficiency of resettlement projects supervised in New England. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 211 F (Bldg. A). (10,269)

FEDERAL HOUSING ADMINISTRATION

771. MELROSE FHA RECORDS, Apr. 2, 1934 - June 30, 1935. Showing pledges, time reports, progress reports, and miscellaneous data. (Never.) 9 x 12 bundles, 1 ft. 10 in., in pasteboard box. W. side, Section A, 5th floor (Bldg. B). (4,486)

772. FIELD INSTRUCTORS' DAILY REPORTS, June 11, 1934 - June 30, 1935. Concerning interviews with home owners relative to property improvements. Filed alphabetically and chronologically. (Never.) Variously sized envelopes, folders, and papers, 4 ft. 8 in., on open wooden shelf and in 3 pasteboard boxes. W. room, Section A, 5th floor (Bldg. A). (4,947; 4,337; 4,104; 5,028)

773. MISCELLANEOUS CORRESPONDENCE, BETTER HOUSING PROGRAM, June 25, 1934 - June 13, 1935. Between local campaign committees and office of State director. Filed chronologically. (Never.) 9 x 12 folders, 4 ft. 2 in., on open wooden shelf. W. side, Section A, 5th floor (Bldg. B). (4,742)

774. PLEDGE CARDS, QUINCY, Sept. 10, 1934 - June 30, 1935. Record of field instructor's calls on house owners listing work under construction, completed, and canceled. Filed chronologically. (Never.) 4 x 6 papers, 11½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,168)

775. REPORT OF PLEDGES CHECKED, QUINCY, Oct. 24, 1934 - May 18, 1935. Record of pledges obtained and investigated, and jobs completed, not completed, and deferred. Filed chronologically. (Never.) 9 x 14 papers, $1\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,098)

776. DAILY RECAPITULATION OF PLEDGED, UNPLEDGED, AND OLD WORK, QUINCY, Oct. 24, 1934 - June 30, 1935. Tabulations of type and amount of work pledged by house owners. Filed chronologically. (Never.) 9 x 11 and $8\frac{1}{2}$ x 11 papers, $5\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. A). (4,682; 5,124)

777. GENERAL CORRESPONDENCE FILE, QUINCY, Oct. 25, 1934 - June 30, 1935. Relating to Federal Housing activities. Filed chronologically. (Never.) 9 x 12 folders and papers, $4\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,709)

778. CONTRACTORS' BULLETINS, QUINCY, Oct. 29, 1934 - Feb. 20, 1935. Names and addresses, amounts, and distribution of Federal Housing work allotted to contractors. Filed chronologically. (Never.) 9 x 11 papers, $\frac{3}{4}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,801)

779. LOCAL CAMPAIGN COMMITTEE WEEKLY REPORT, QUINCY, Nov. 3, 1934 - June 30, 1935. FHA Form 120, showing tenants and owners visited, number of contracts, and money pledged. Filed chronologically. (Never.) 9 x 11 papers, $\frac{1}{4}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,040)

780. UNPLEDGED CARDS, QUINCY, Nov. 9, 1934 - June 30, 1935. Records of calls by field instructors on house owners who did not pledge to have work done. Filed chronologically. (Never.) 3 x 5 papers, 4 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,154)

781. LIST OF CONTEMPLATED WORK AS DISCLOSED BY CANVASS, QUINCY, Nov. 13, 1934 - June 30, 1935. Showing total monetary value of work as pledged by house owners. Filed chronologically. (Never.) 9 x 11 papers, $\frac{1}{2}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,794)

782. LIST OF COMPLETED CASES, QUINCY, Nov. 22, 1934 - Aug. 16, 1935. Records giving dates, names, addresses, money spent, type of loan, and kind of work. Filed chronologically. (Never.) 9 x 11 papers, $\frac{3}{4}$ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,126)

783. BETTER HOUSING PLEDGE CARDS, WALTHAM, Mar. 2 - June 30, 1935. Description of work pledged and estimated expenditure. Filed alphabetically. (Never.) $4\frac{1}{4}$ x $5\frac{1}{2}$ papers, 3 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,445)

784. SUPERVISORS' DAILY REPORTS, NORWOOD AND RANDOLPH, Apr. 1 - June 30, 1935. Tabulation of field workers' daily work showing total of pledges. Filed chronologically. (Never.) 9 x 12 folders and 10 x 15 envelopes, 4 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,094; 4,868)

785. FEDERAL HOUSING RECORDS, BRENTHAM, Apr. 4 - June 30, 1935. Field instructors' and checkers' pledge reports, supervisors' daily reports, contemplated work, and local campaign committee reports. Filed alphabetically and chronologically. (Rarely, official.) 9 x 12 folders, 2¼ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,595)

786. ORIGINAL AND DUPLICATE PLEDGES, RANDOLPH, Apr. 5 - June 30, 1935. Signed pledges of work to be done and money involved. Filed alphabetically and chronologically. (Never.) 9 x 10 bundles, 3½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,833)

787. SUPERVISORS' DAILY ACTIVITY REPORTS, Apr. 11 - June 30, 1935. Showing specific nature of work done by each unit of the Federal Housing Administration. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 9 in., in open wooden shelf. W. room, Section A, 5th floor (Bldg. B). (3,009)

788. WEEKLY PLEDGE CHECKING REPORTS, RANDOLPH, Apr. 13 - June 30, 1935. FHA Form 120, tabulations of pledges for home improvements, with estimated expenditures. Filed chronologically. (Never.) 9 x 12 folders, ¼ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,200)

789. FIELD AGENTS' REPORTS, Apr. 15 - June 30, 1935. Daily, weekly, and monthly records of calls of field agents. Filed chronologically. (Never.) 9 x 12 folders, 12 ft., in 6 pasteboard boxes. W. room, Section A, 5th floor (Bldg. B). (3,008)

790. FEDERAL HOUSING CORRESPONDENCE, Apr. 15 - June 30, 1935. From files of the director of Federal Housing placed in the custody of the record unit of the WPA. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft. 3 in., on open wooden shelf. W. room, Section A, 5th floor (Bldg. B). (3,007)

791. BETTER HOUSING PLEDGES, Apr. 16 - June 30, 1935. Signed by persons intending to cooperate with Better Housing Program. Filed alphabetically. (Never.) 9 x 10 bundles, 2 ft. 1 in., on open wooden shelf. W. side, Section A, 5th floor (Bldg. B). (4,926)

792. WEEKLY REPORT ON OPERATIONS, May 1 - June 30, 1935. Information regarding the progress of the Federal Housing projects in the State. Filed chronologically. (Never.) 9 x 12 folders, 2 ft. 6 in., on open wooden shelf. W. side, Section A, 5th floor (Bldg. B). (2,970)

793. RECHECK SHEETS, WALTHAM, May 3 - June 24, 1935. Records showing status of housing program, relative to work in process of completion. Filed alphabetically. (Never.) 4 x 6 papers, 2½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (3,446)

794. SUPERVISORS' DAILY ACTIVITY REPORTS, QUINCY, May 21 - June 30, 1935. Mimeographed forms containing tabulations of field instructors' daily activity of their contacts with house owners regarding repair work pledges. Filed chronologically. (Never.) 9 x 11 loose papers, ½ in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (4,732)

795. INDEX TO PLEDGES, BROOKLINE, June 12 - June 30, 1935. Cards showing names, addresses, type and value of work. Arranged alphabetically. (Never.) 3 x 5 cards, 1 in., in pasteboard box. W. room, Section A, 5th floor (Bldg. B). (5,113)

BROCKTON

BRANCH DISTRICT 4 OFFICE
(A) Tolman Block, 71 Center St.
(B) Center School, 19 White Ave.
(C) Flagg Estate Garage, So. Skinner St.

This office was established November 1, 1933 to carry out the functions of emergency relief in Brockton and vicinity. When the CWA was terminated its functions were assumed by the ERA on April 1, 1934 and this administration lasted until June 30, 1935. Reports are sent to District 4 headquarters at Fall River, or to State headquarters at Boston. Most of the records are kept in modern filing equipment but some of the older ones are stored in a closet, in poor order. Some ERA records are stored in the Tolman Block (Bldg. A).

Commodity Distribution Division

796. ACTIVE STOCK CONTROL, Apr. 1, 1934 - June 30, 1935. String tags recording date and amount of finished garments received from 15 sewing projects; also about 50 different classes of commodities, including food stuffs. Filed by subject. (Daily, official.) 3 1/8 x 6¼ tags, 1 ft. 3 in., on wall hook. Office of Supervisor, 1st floor (Bldg. A). (297)

797. COMMODITY DELIVERY RECEIPTS, Apr. 1, 1934 - June 30, 1935. FERA Forms 207 and 208, recording distribution of clothing, food, etc., to individuals and charitable organizations. Filed alphabetically, by towns. (Never.) 3½ x 8 bundles, 50 ft., in 19 cartons in closet of storeroom. Storeroom (Bldg. B). (363)

798. LIST OF RECEIPTS, Apr. 1, 1934 - June 30, 1935. Listing bulk material received, principally cloth from Boston Army Base; also names of individual vendors. Filed alphabetically. (Daily, official.) 9 x 12 folders, $3\frac{1}{2}$ in., in drawer of metal filing case. Office of Supervisor, 1st floor (Bldg. B). (305)

799. MATERIAL SHIPPED FROM ARMY BASE TO BROCKTON, Apr. 1, 1934 - June 30, 1935. Recording amount of cloth sent to this distributing center. Filed chronologically. (Daily, official.) 9 x 12 folders, $\frac{3}{4}$ in., in drawer of metal filing case. Office of Superintendent, 1st floor (Bldg. B). (303)

800. RECEIPT AND DISTRIBUTION OF FOODS, Apr. 1, 1934 - June 30, 1935. Listing food supplies received from FSCC and from canning projects, detailing subsequent distribution to towns, warehouses, and organizations. Filed alphabetically. (Daily, official.) 9 x 12 folders, $1\frac{3}{4}$ in., in drawer of metal filing case. Office of Supervisor, 1st floor (Bldg. B). (350)

801. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Apr. 1, 1934 - June 30, 1935. Relating to commodity, mostly bulk material, distribution and receipt from Government agencies and individual vendors. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. Office of Supervisor, 1st floor (Bldg. B). (352)

802. RECORD OF ALL DISTRIBUTIONS, Apr. 1, 1934 - June 30, 1935. Showing various types and classes of commodities delivered by this office to warehouses and organizations in the district. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. Office of Supervisor, 1st floor (Bldg. B). (298)

803. RECORD OF ALL RECEIPTS, Apr. 1, 1934 - June 30, 1935. Relating to commodities received from Boston Army Base, FSCC, and canning units; including garments from sewing units. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, $7\frac{1}{4}$ in., in drawer of metal filing case. Office of Supervisor , 1st floor (Bldg. B). (351)

Division of Employment

804. DISABILITY AND COMPENSATION RECORDS, Apr. 1, 1934 - Jan. 15, 1935. Listing name of duty, date and nature of injury, location, type of work, treatment received, final disposition; also, certificate of attending physician. Filed numerically. (Never.) 4 x 9 envelopes and loose sheets, $1\frac{3}{4}$ in., on shelf of enclosed wooden cabinet. R. 5 (Bldg. A). (383)

805. SOCIAL SERVICE CASE RECORDS, Apr. 1, 1934 - June 30, 1935. Records of intake and certification unit covering Brockton office area of District 4, showing applications, registrations, investigations, and certifications. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft. 6 in., in drawers of metal filing cases. R. 5 (Bldg. A). (326)

806. SOCIAL SERVICE CASE RECORDS, TOWN OF ABINGTON, Apr. 1, 1934 - June 30, 1935. Showing name and address of applicant, description, occupational history, number of dependents, general qualifications for relief; also, investigator's report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. R. 5 (Bldg. A). (276)

807. SOCIAL SERVICE CASE RECORDS, BROCKTON, Apr. 1, 1934 - June 30, 1935. Listing name and address of applicant, description, occupational history, number of dependents, general qualifications for relief; also, investigator's report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft. 1 in., in 5 drawers of metal filing cases. R. 5 (Bldg. A). (274)

808. SOCIAL SERVICE CASE RECORDS, TOWN OF CARVER, Apr. 1, 1934 - June 30, 1935. Showing name and address of applicant, description, occupational history, number of dependents, general qualifications for relief; also, investigator's report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 5 (Bldg. A). (272)

809. MISCELLANEOUS CORRESPONDENCE FILE, Jan. 1 - June 30, 1935. Letters, bank statements, and post office releases. (Rarely, official.) 9 x 12 folders, 1½ in., on shelf of closet. R. 5 (Bldg. A). (309)

810. MISCELLANEOUS CORRESPONDENCE REPORTS, May 7 - June 30, 1935. Records and reports relating to allotment of funds for projects, applications for employment, authorizations of employment, labor management, reports on investigations of complaints. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 6 (Bldg. A). (336)

Division of Finance and Reports

811. CASE RECORD CARDS, Apr. 1, 1934 - June 30, 1935. Showing name and address of individual, sex, date, family composition, identification number, relief, welfare, or soldiers' relief case. Filed alphabetically. (Never.) 3 x 5 cards, 2 ft. 8 in., in wooden box. Damaged by careless handling, rodents, dirty, scattered. Time Control Room, 2d floor (Bldg. A). (364)

812. TRANSMITTAL OF FORMS, Nov. 1, 1934 - June 30, 1935. USES Form 325, and ERA Forms 402 and 403, records forwarded to projects in Brockton, Fall River, and Taunton, showing identification number of worker, project number, and dates. Filed numerically. (Never.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden box. Time Control Room, 2d floor (Bldg. A). (375)

813. BROCKTON BETTER HOUSING CAMPAIGN PLEDGES, May 1 - June 30, 1935. Records of campaign conducted to provide work for carpenters, painters, masons, roofers, plasterers, and plumbers, by suggesting improvements to home owners. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ loose papers, 4 in., in open wooden box. Damaged by careless handling, dirty, scattered. Time Control Room, 2d floor (Bldg. A). (367)

814. SUPERVISORS' DAILY ACTIVITY REPORT, Apr. 1 - June 30, 1935. Reports of field instructors, showing name, number of days worked, number of calls and interviews, number and amount of pledges, amount for day, accumulated pledges and amounts. Filed chronologically. (Never.) 9 x 12 folders, 10 in., in open wooden box. Time Control Room, 2d floor (Bldg. A). (275)

Division of Women's and Professional Projects

815. MATERIAL DELIVERY RECORD, Oct. 2, 1934 - June 30, 1935. Transfer of stock from warehouse, showing date, quantity, size, kind of article, unit of article, and unit of measurement. Filed chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 1 3/8 in., on wooden shelf, Stockroom, 2d floor (Bldg. A). (296)

816. JOURNAL, Mar. 7 - June 30, 1935. Daily record of activities of sewing unit, showing amount of cloth charged to supervisors and cutters, type of garments cut and finished, including slips, gowns, combinations, shorts, sheets, overalls, and dungarees; also material returned to stockroom. Entered chronologically. (Daily, official.) 8 x $12\frac{3}{4}$ vols. (3), $1\frac{1}{4}$ in., on top of desk. Stockroom, 2d floor (Bldg. A). (325)

STORAGE RECORDS OF THE FEDERAL EMERGENCY RELIEF ADMINISTRATION

817. CONTROL BOOK, RECORD OF DISBURSEMENTS, Apr. 1, 1934 - Aug. 15, 1934. Showing amount disbursed for pay rolls for specified periods; with date, reason for disbursement, amount debited, allotment credit, amounts distributed to projects for pay rolls, amount for man-hours of each project; also, record of purchases, giving name of vendor, date, type and amount of material. Entered chronologically. (Never.) 11 x $14\frac{1}{4}$ vol., $\frac{1}{4}$ in., in open wooden box. Time Control Room (Bldg. A). (386)

818. INDIVIDUAL EARNINGS CARDS, Apr. 1, 1934 - June 30, 1935. ERA Form 22, recording name and address of employee, family history, occupation, rate of pay, dates worked, and money received. (Never.) 5 x 8 cards, 9 in., in open wooden box. Damaged by careless handling, dirty, scattered. Time Control Room (Bldg. A). (372)

819. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Concerning ERA activities, including applications, authorizations, projects, complaints, reclassifications, promotions, press notices, welfare and needy cases, commissary activities, purchases, and other matters. Filed alphabetically. (Never.) 9 x 12 folders, 10½ in., in wooden box. Filed alphabetically. (Never.) 9 x 12 folders, 10½ in., in wooden box. Damaged by careless handling, dirty, scattered. Time Control Room (Bldg. A). (371)

820. PROJECT PROPOSALS RECORDS, Apr. 1, 1934 - June 30, 1935. Showing date projects approved, amount of money for labor, amount of Federal funds, amount of sponsors' contributions, materials and equipment used. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in drawer of metal filing case. Time Control Room (Bldg. A). (390)

821. JOURNAL, Apr. 1, 1934 - June 30, 1935. Showing funds allotted, debit and credit entries, project number, amount, sponsor's contribution, weekly payments, distribution of pay roll. Entered chronologically. (Never.) 7½ x 12½ vol., ¼ in., in open wooden box. Time Control Room (Bldg. A). (388)

822. SCHEDULE OF DISBURSEMENTS, Apr. 1, 1934 - June 30, 1935. Showing name of disbursing agent, period covered, appropriation, symbol and voucher numbers, total amount paid weekly, monthly, and yearly, pay roll record number, numbers and amounts of checks. Filed chronologically. (Never.) 8½ x 14 covers, 1 in., in open wooden box. Time Control Room (Bldg. A). (373)

823. LEDGER, Apr. 1, 1934 - Aug. 15, 1934. Showing debits and credits transcribed from journal, also giving number, location and description of project. Entered chronologically. (Never.) 8¾ x 14½ vol., ½ in., in open wooden box. Time Control Room (Bldg. A). (389)

824. LIST OF ERA WORKERS, June 1, 1934 - June 30, 1935. Showing name and address of worker, dependents, project number, rate of pay, ERA budget allowance, income other than ERA, number of weeks worked, and amount of money earned. Filed alphabetically. (Never.) 3 x 5 cards, 1 ft. 8 in., in open wooden box. Damaged by careless handling, dirty, scattered. Time Control Room (Bldg. A). (273)

825. WEEKLY TIME SHEET, HIGHWAY DEPARTMENT, Sept. 1 - Oct. 31, 1934. Giving date, project number, name of worker, days worked, total hours, rate of pay, amount, and name of timekeeper. Filed chronologically. (Never.) 6½ x 11 papers, 2 in., in open wooden box. Damaged by careless handling, dirty, scattered. Time Control Room (Bldg. A). (269)

826. BALANCE, PROJECTS IN OPERATION, Nov. 1, 1934 - June 30, 1935. Showing whether there is a balance or overdraft of funds allotted to projects, project number, and description, pay roll balance or overdraft. Filed chronologically. (Never.) 9 x 12 folders, 5/8 in., in open wooden box. Dirty. Time Control Room (Bldg. A). (382)

827. WEEKLY TIME SHEETS, Jan. 1935. Showing department or division, number and location of project, names of employees, sex, occupation, case number, time worked, rate of pay, and amount paid. Filed chronologically. (Never.) 9 x 12 folders, 2½ in., in open wooden box. Dirty. Time Control Room (Bldg. A). (374)

828. ASSIGNMENT AND IDENTIFICATION SLIPS, Mar. 25 - June 30, 1935. CWA Form L-5, recording name, address, sex, and identification number of worker, occupation, place to report for work, project number, type of work, rate of pay, and signature of worker. (Never.) 4 x 6 papers, ¼ in., in open wooden box. Dirty, scattered. Time Control Room (Bldg. A). (271)

829. APPLICATION FOR APPROVAL OF WORK PROJECTS, June 3 - June 30, 1935. ERA Form 141, reporting purpose of project, name of sponsor, amount of sponsor's contribution, description of work to be performed, location of project, estimated cost, number to be employed. Filed chronologically. (Never.) 8½ x 11 papers, ¼ in., in open wooden box. Dirty. Time Control Room (Bldg. A). (270)

FALL RIVER

DISTRICT 4 OFFICE
OFFICE OF THE DISTRICT DIRECTOR
Weetamoe Mill, 1290 Davol St.

This office was originally established on August 24, 1934, under the jurisdiction of the Emergency Relief Administration. The district headquarters were located in the Weetamoe Mill. Its authority extended over the counties of Norfolk, except for the town of Brookline, Plymouth, Bristol, Barnstable, Dukes, and Nantucket.

Division of Employment

830. AVAILABLE FOR EMPLOYMENT, May 1 - June 30, 1935. Forms showing number of relief and non-relief persons on pay rolls and available for employment on projects in towns of District 4. Filed chronologically. (Daily, official.) 8½ x 10½ folders, 1 in., in drawer of metal filing case. NW. corner room. (778)

Division of Finance and Statistics

831. MONTHLY ERA REPORTS, Apr. 1, 1934 - June 30, 1935. ERA Forms 11, recording amount expended by local, state, and federal agencies for relief cases, single relief, non-relief, and administrative projects, analysis of purchases of materials and supplies, number employed on projects. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 7 in., in 2 drawers of metal filing case. NE. room, 3d floor. (897)

832. MONTHLY REPORT OF ERA AND NEW WORKS PROGRAM EFFECT ON RELIEF CASE LOAD, Apr. 1, 1934 - June 30, 1935. ERA Form 10-B, giving number of cases receiving unemployment relief, amount furnished, total number of persons, number receiving unemployment relief, number of unemployed receiving relief, and amount furnished. Filed alphabetically by towns. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. NE. room, 3d floor. (894)

833. MONTHLY RECORD OF NUMBER AND SIZE OF CASES RECEIVING UNEMPLOYMENT RELIEF, Apr. 1, 1934 - June 30, 1935. FERA Form 11, reporting size of case or family, number of persons in each case, number of cases, total number of persons in all cases. Filed alphabetically, by towns. (Frequently, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. NE. side room, 3d floor. (902)

834. ERA MONTHLY RELIEF REPORT, July 1, 1934 - June 30, 1935. ERA Form 10, listing persons receiving aid from welfare department in each town in district, noting any increase or decrease of three or more cases. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft. 3 in., in 2 drawers of metal filing case. NE. side room, 3d floor. (984)

835. GENERAL CORRESPONDENCE, Sept. 1, 1934 - June 30, 1935. ERA correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. NE. side room, 3d floor. (953)

836. CERTIFICATION OF SPONSORS' CONTRIBUTIONS FOR PAY ROLL ONLY, Apr. 1 - June 30, 1935. ERA Form 710A, records sent by sponsors to supervisor of sponsors' contributions and project accounting division. Filed numerically. (Frequently, official.) 9 x 12 folders, 5½ in., in drawer of metal filing case. SW. side room, 3d floor. (672)

837. CERTIFICATION OF SPONSORS' CONTRIBUTIONS OTHER THAN PAY ROLL, Apr. 1 - June 30, 1935. ERA Form 710, records signed by project superintendents and sent by sponsors to supervisor of sponsors' contributions and project accounting division. Filed numerically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. SW. side room, 2d floor. (686)

838. RECORD OF AMOUNTS OF MONEY SPENT BY SPONSORS FOR MATERIALS AND EQUIPMENT, Apr. 1 - June 30, 1935. Mass. ERA Form 7, records sent by sponsors to supervisor of sponsors' contributions and project accounting division (copies). Filed numerically. (Frequently, official.) 9 x 12 folders, 6½ in., in drawer of metal filing case. SW. side room, 3d floor. (681)

Division of Operations

839. APPLICATION FOR APPROVAL OF WORK PROJECT, Apr. 1, 1934 - June 30, 1935. ERA Form 301, showing name of sponsor, wages and materials, signatures of local ERA official and State ERA planning official.) Filed alphabetically by towns. (Daily, official.) 8½ x 10½ folders, 8 ft. 7 in., in 3 drawers of metal filing case. NW. side, 3d floor. (805)

840. TRAVEL AUTHORIZATION, Mar. 3 - June 30, 1935. Mass. ERA Form 2, showing name of traveler, date and places of travel, reason (copy). Filed chronologically. (Daily, official.) 8½ x 10½ folders, 10 in., in drawer of metal filing case. NW. room, 3d floor. (691)

Commodities Distribution Unit

841. ERA SURPLUS COMMODITY STOCK REPORT WEEKLY, Apr. 1, 1934 - June 30, 1935. Mass. ERA Form 156 (superseded by Form S.C. 28-A), weekly inventory report to headquarters, Boston. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. SW. side, 2d floor. (749)

842. RECORD OF STOCK ON HAND, CLOTHING ONLY, Apr. 1, 1934 - June 30, 1935. Inventory, showing amount of clothing received, issued, and on hand, with date of receipt and issue. Filed chronologically. (Frequently, official.) 3 x 6¼ bundles, 3 ft. 8 in., in drawer of wooden desk. SW. corner, 2d floor. (1,033)

843. REPORT OF MATERIAL RECEIVED, June 1, 1934 - June 30, 1935. ERA Form 165, report to headquarters, Boston, of inter-department shipments of food, cloth, clothing, and scraps (copies). Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. SW. room, 2d floor. (818)

844. DAILY RECORD OF AMOUNT OF FOOD ON HAND, May 1 - June 30, 1935. Listing food on hand, received, and issued. Filed chronologically. (Frequently, official.) 3 x 6¼ bundles, 6 in., in drawer of wooden desk. SW. corner, 2d floor. (965)

Sewing Project Unit

845. MATERIAL DELIVERY RECORD, Oct. 4, 1934 - June 30, 1935. Records of delivery of food, clothing, findings, cloth, and office supplies (copies). Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 10 in., in drawer of wooden filing case and in drawer of wooden desk. SW. corner, 2d floor. (1,017)

846. MATERIAL REQUISITION RECORD, Oct. 4, 1934 - June 30, 1935. ERA Form 13, showing quantity and description of articles, unit price, value, remarks, signature of requisitioning officer. Filed chronologically. (Frequently, official.) $9\frac{1}{2}$ x 12 loose-leaf books (3), 8 in., in drawer of wooden filing case. NE. side, 2d floor. (767)

847. RECORD OF STOCK ISSUED TO UNIT SUPERVISORS AND FINISHED ARTICLES BROUGHT IN BY SUPERVISORS, Nov. 11, 1934 - June 30, 1935. Showing quantity and description of articles. Entered chronologically. (Frequently, official.) $8\frac{1}{2}$ x 13 vol., $\frac{3}{4}$ in., in drawer of wooden desk. NE. side, 2d floor. (1,061)

848. RECORD OF FINDINGS ON HAND DAILY, Dec. 11, 1934 - June 30, 1935. Showing amount and description of stock issued to unit supervisors. Entered chronologically. (Frequently, official.) $8\frac{1}{2}$ x 14 vol., $\frac{1}{4}$ in., in drawer of wooden table. NE. side, 3d floor. (830)

849. REGISTER OF FINDINGS ISSUED TO UNIT SUPERVISORS, Dec. 11, 1934 - June 30, 1935. Record, including signature of supervisor. Entered chronologically. (Daily, official.) $9\frac{1}{2}$ x 12 vol., $\frac{1}{4}$ in., in drawer of wooden filing case. NE. side, 2d floor. (980)

850. RECORD OF MATERIAL ISSUED TO CUTTING DEPARTMENT AND RECORD OF GOODS RETURNED, Dec. 11, 1934 - June 30, 1935. Showing date, description and yardage of goods issued, names of cutters, goods returned from cutting unit. Entered chronologically. (Frequently, official.) $8\frac{1}{2}$ x 13 vols., $1\frac{1}{4}$ in., in drawer of wooden desk. NE. side, 2d floor. (1054)

851. RECORD OF STOCK ISSUED AND BROUGHT IN BY EACH UNIT SUPERVISOR, Dec. 11, 1934 - June 30, 1935. Showing date, quantity, and description of goods issued to each supervisor, quantity and type of article returned. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 13 vol., 1 in., in drawer of wooden desk. NE. side, 2d floor. (1,051)

852. RECORD OF ALL GOODS RECEIVED, Mar. 26 - June 30, 1935. Showing date, quantity and description of materials and supplies received. Entered chronologically. (Daily, official.) $5\frac{1}{2}$ x 9 vol., $\frac{1}{4}$ in., in drawer of wooden desk. NE. side, 2d floor. (911)

853. DAILY RECORD OF CUT GARMENTS ON HAND, May 1 - June 30, 1935. Showing number of garments received from cutters, number issued to unit supervisors for sewing and balance on hand. Entered chronologically. (Daily, official.) 7 x $8\frac{1}{2}$ vol. (3), $\frac{1}{4}$ in., in drawer of wooden filing case. NE. side, 2d floor. (979)

HINGHAM

UNITED STATES NAVAL AMMUNITION DEPOT
SUPERVISOR'S RECORDS
Administration Bldg.

This office was established in January 1935 under the jurisdiction of the Federal Emergency Relief Administration. It is under the supervision of a State Administrator for the Navy, Bureau of Docks and Yards, for the purpose of doing work on the depot. Records were sent to State headquarters and to the Navy, Boston office.

854. ORDERS AND CORRESPONDENCE, Jan. 23 - June 30, 1935. Orders for materials to be used on ERA projects; related correspondence. Filed by subject. (Daily, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. R. 10. (51)

PITTSFIELD

BERKSHIRE COUNTY OFFICE OF ASSIGNMENT DIRECTOR
Tillitson Manufacturing Co. Bldg., 117 Fourth St.

This office is a branch of District 6, Springfield. It was established on April 15, 1935, under the jurisdiction of the Emergency Relief Administration. Only records pertaining to this office are to be found here; all other records are sent to the District 6 office in Springfield.

855. APPLICATIONS FOR APPROVAL OF PROJECTS, Apr. 1, 1934 - Apr. 15, 1935. FERA Forms 141 and 19, applications for approval of projects in Berkshire County. Filed alphabetically by towns. (Never.) 9 x 12 folders, 2 ft. 4 in., in drawer of metal filing case. R. 1. (62)

856. CANCELATIONS, Apr. 15 - June 30, 1935. Records pertaining to rejected ERA applicants. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. R. 3. (52)

857. CASE HISTORY RECORDS, Apr. 15 - June 30, 1935. Concerning applicants registered for ERA employment. Filed alphabetically. 3 x 5 card index, 5 in. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of wooden filing cases. R. 3. (56)

858. CLAIMS AND REPORTS, Apr. 15 - June 30, 1935. Compensation Forms CA-3 and CA-4, showing compensation claims of employees for injury and reports of termination of claims. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 9. (43)

859. CITY PROJECTS, ACTIVE, Apr. 15 - June 30, 1935. Filed numerically by projects. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 7. (44)

860. CORRESPONDENCE, Apr. 15 - June 30, 1935. Between branch office of paymaster and regional office. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 6. (54)

861. CORRESPONDENCE, Apr. 15 - June 30, 1935. Pertaining to official business of the assignment office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 7. (42)

862. CORRESPONDENCE, Apr. 15 - June 30, 1935. Relating to activities of engineering office. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 2. (55)

863. CORRESPONDENCE, Apr. 15 - June 30, 1935. Relating to activities of office manager. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 4. (49)

864. COUNTY PROJECTS, ACTIVE, Apr. 15 - June 30, 1935. Listing projects in Berkshire County. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 7. (41)

865. DUPLICATE TIME SHEETS, Apr. 15 - June 30, 1935. Records of duplicate time sheets. Filed chronologically. (Weekly, official.) 11 x 17 papers, 2 in., on top of desk. R. 8. (36)

866. ERA CANCELATION OF ELIGIBILITY, Apr. 15 - June 30, 1935. Record of cancelation of certification of ERA employment. Filed alphabetically by towns. (Frequently, official.) 9 x 12 folders, 3 ft., in 3 drawers of metal filing cases. R. 7. (58)

867. ERA CERTIFICATION OF ELIGIBILITY, Apr. 15 - June 30, 1935. ERA Form 144, showing applicants certified and eligible for ERA employment. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing cases. R. 7. (61)

868. ERA EMPLOYEES' STATUS CARDS, Apr. 15 - June 30, 1935. Pertaining to activities and discharges of ERA employees. Filed alphabetically by towns. (Daily, official.) 5 x 8 cards, 4 ft. 8 in., in 5 drawers of metal filing cases. R. 7. (60)

869. FIELD AUDITORS' REPORTS, Apr. 15 - June 30, 1935. Daily reports, checking timekeepers on projects throughout this county. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 8. (50)

870. FIELD ENGINEERS' REPORTS, Apr. 15 - June 30, 1935. Detailed reports on progress made on projects. Filed chronologically. (Daily, official.) 8 x 12 folders, 4 in., in drawer of metal filing case. R. 1. (46)

871. FIELD ENGINEERS' REPORTS, Apr. 15 - June 30, 1935. Record of daily progress of work performed on ERA project. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 2. (53)

872. INDIVIDUAL EMPLOYEES' CARDS, Apr. 15 - June 30, 1935. History of workers employed. Filed numerically by code number. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 3 drawers of metal filing cases. R. 7. (59)

873. INJURY RECORDS, Apr. 15 - June 30, 1935. Compensation Form CA-16, request for treatment of injured ERA employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 9. (37)

874. NOTICE OF INJURY, Apr. 15 - June 30, 1935. Notice and original claim for compensation and medical treatment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 9. (39)

875. PHYSICIANS' REPORTS, Apr. 15 - June 30, 1935. Record of injuries sustained by ERA employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, ¼ in., in drawer of metal filing case. R. 9. (38)

876. PROJECT PROPOSALS, Apr. 15 - June 30, 1935. Listing projects submitted to ERA Regional office for approval, summarizing execution and cost of work. Filed alphabetically by towns. 3 x 8 index, 1 in. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 1. (47)

877. RECEIVING AND INSPECTION REPORTS, Apr. 15 - June 30, 1935. Treasury Form A-8, record of material purchased and received on projects. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 8. (40)

878. REINVESTIGATIONS, Apr. 15 - June 30, 1935. Record of reinvestigation of ERA applicants by social service department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. R. 3. (51)

879. RENTAL REPORTS, Apr. 15 - June 30, 1935. Record of equipment and rental services for projects throughout this county. Filed alphabetically by pay roll sections. (Daily, official.) 11 x 14 folders, and papers, 4 in., on top of table. R. 8. (48)

880. REQUISITIONS, Apr. 15 - June 30, 1935. Requisitions for workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 7. (45)

SALEM

DISTRICT 1 OFFICE
OFFICE OF DISTRICT DIRECTOR

(A) Peabody Bldg., 126 Washington St.
(B) Barton Bldg., 6 Barton Square
(C) Flat Iron Bldg., 19 Endicott St.

This office was established under the CWA and on April 1, 1934 the ERA took over the functions of the CWA office. It is the headquarters of District 1, which has jurisdiction over Essex County.

Compensation Unit

881. CWA COMPENSATION CASES, Nov. 15, 1934 - June 1, 1935. Record of compensation to persons employed on CWA projects. See addenda for forms and detail. Filed numerically. (Rarely, official.) 10 x 12 folders, 6 ft. 6 in., in 4 drawers of metal filing case. NW. side (Bldg. A). (547)

882. GENERAL CORRESPONDENCE, June 1 - June 30, 1935. Relating to compensation for injuries. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of metal filing case. W. side, 3d floor (Bldg. A). (552)

Office Management Unit

883. ADMINISTRATIVE PERSONNEL AUTHORIZATION, June 1 - June 30, 1935. Including applications for employment, notification to report for work, and status of applicant. Filed alphabetically. (Daily, official.) 5 x 8 folders, $\frac{1}{4}$ in., in drawer of metal filing case. NW. side, 2d floor (Bldg. A). (556)

884. APPLICATIONS, June 1 - June 30, 1935. Application for ERA employment; also Standard Form 8, oath of office. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 papers, 2 in., in drawer of metal filing case. NW. side, 2d floor (Bldg. A). (535)

885. GENERAL CORRESPONDENCE, June 1 - June 30, 1935. Letters of office manager relative to employment and discharge of personnel. Arranged chronologically. (Daily, official.) 8 x 11 papers, 1 in., in drawer of metal filing case. NW. side, 2d floor (Bldg. A). (549)

Division of Employment

Assignment Unit

886. DUPLICATE IDENTIFICATION SLIPS FOR ALL TOWNS, ASSIGNED, Apr. 1, 1934 - June 30, 1935. USES Form 350, record of identification numbers, designated by NRS to applicants employed under ERA (duplicate). Filed alphabetically. (Daily, official.) 3 x 5 slips, 1 ft. 11 in., in 3 drawers of metal filing case. SW. side (Bldg. A). (598)

887. DUPLICATES OF ORIGINAL IDENTIFICATION SLIPS, FOR LYNN AND LAWRENCE, WHICH HAVE BEEN ASSIGNED, Apr. 1, 1934 - June 30, 1935. USES Form 350, record of identification numbers, designated by NRS to applicants employed under ERA (duplicate). Filed alphabetically. (Daily, official.) 3 x 5 slips, 1 ft. 3 in., in 3 drawers of metal filing cases. SW. side, 3d floor (Bldg. A). (596)

888. LAY-OFF LIST, Apr. 1, 1934 - June 30, 1935. Record of termination of employment of employees on various projects, due to reduction in quota. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4¼ in., in 2 drawers of metal filing case. SW. side, 3d floor (Bldg. A). (608)

889. ORIGINAL IDENTIFICATION CARDS FOR LYNN AND LAWRENCE, Apr. 1, 1934 - June 30, 1935. USES Form 350, showing identification numbers designated by NRS to applicants seeking employment. Filed alphabetically. (Daily, official.) 3 x 5 slips, 7 in., in 3 drawers of metal filing case. SW. side, 3d floor (Bldg. A). (589)

890. ORIGINAL IDENTIFICATION SLIPS, UNASSIGNED, FOR ALL TOWNS EXCEPT LYNN AND LAWRENCE, Apr. 1, 1934 - June 30, 1935. USES Form 350, showing identification numbers designated by NRS to applicants seeking employment. Filed alphabetically. (Daily, official.) 3 x 5 slips, 8 in., in 3 drawers of metal filing case. SW. side, 3d floor (Bldg. A). (595)

891. LIST OF PERSONS ON THE PAY ROLL, Sept. 1, 1934 - May 1, 1935. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 4 drawers of metal filing case. SW. side, 3d floor (Bldg. A). (603)

892. CITY CORRESPONDENCE, Sept. 1, 1934 - June 30, 1935. Pertaining to city assignments and applications. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in 2 drawers of metal filing case. SW. side, 3d floor (Bldg. A). (592)

893. INDIVIDUAL CLASSIFICATION CARDS, May 1 - June 30, 1935. Record of individuals seeking ERA employment. Filed alphabetically. (Daily, official.) 5 x 8 folders, 10 ft., in drawers of metal filing cases. SW. side, 3d floor (Bldg. A). (614)

894. WORK DIVISION OCCUPATIONAL CLASSIFICATION RECORDS, May 1 - June 30, 1935. Showing applicants for ERA employment; also certificate of eligibility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in drawers of metal filing cases. SW. room (Bldg. A). (616)

895. REQUISITIONS FOR PROJECTS, June 1 - June 30, 1935. Requisitions for workers received by assignment officer for all projects. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. SW. side, 3d floor (Bldg. A). (588)

Intake and Certification Unit

896. CASE RECORDS, June 1 - June 30, 1935. FERA Forms 15A, 25, 600, 601, and 602, applications for work relief, home visit reports, certification of eligibility, notices of case change and cancelation of certification of eligibility. Filed alphabetically by towns. 4 x 6 card index, 1 ft. (Daily, official.) 9 x 12 folders, 19 ft., in drawer of metal filing cases. SE. side, 3d floor (Bldg. A). (615)

Transportation Unit

897. PUBLIC VOUCHERS FOR REIMBURSEMENT AND OTHER EXPENSES, June 1 - June 30, 1935. Standard Form 1012A, for reimbursement of travel, per diem in lieu of subsistence when authorized and other expenses for which reimbursement is claimed. Filed alphabetically. (Daily, official.) 8 x 10½ papers, 3 in., in drawer of metal filing case. NW. side (Bldg. A). (534)

898. TRAVEL AUTHORIZATION AND CANCELATION, June 1 - June 30, 1935. Forms reporting travel of various workers. Filed alphabetically. (Daily, official.) 8 x 11 papers, 2 in., in drawer of metal filing case. NW. side (Bldg. A). (544)

Division of Operations

Engineering Unit

899. ERA PROJECT APPLICATIONS, Jan. 2 - June 30, 1935. Applications for ERA projects submitted to this office. Filed numerically. (Occasionally, official.) 9 x 12 folders, 2 ft. 8 in., in 2 drawers of metal filing case. Engineering Office, 3d floor (Bldg. A). (604)

900. PROJECT REGISTER, Jan. 2 - June 30, 1935. Showing approved projects, in progress and completed. Filed chronologically. (Weekly, official.) 15 x 18 vols., ¼ in., on desk. Engineering Office, 3d floor (Bldg. A). (609)

Division of Women's and Professional Projects

Commodities Distribution Unit

901. GENERAL RELIEF COMMISSARY REQUISITION, Apr. 1, 1934 - June 30, 1935. FERA Form 207, record of mattresses received. Filed chronologically. 5 x 8 card index, ½ in. (Seldom, official.) 3½ x 8½ bundles, ¾ in., in cardboard box. SW. side, 1st floor (Bldg. A). (570)

902. COMMUNICATIONS, July 1, 1934 - June 30, 1935. Letters received from all cities and towns. Filed chronologically. 5 x 8 card index, ¼ in. (Seldom, official.) 9 x 12 folders and 9½ x 11½ covers, 4 in., in 2 drawers of wooden filing case and in cardboard box. SW. room, 1st floor (Bldg. A). (568)

903. FINDINGS RECEIVED AND DELIVERED, July 1, 1934 - June 30, 1935. FERA Forms 14 and 165, listing findings received at commodity warehouse and delivered to various distributing centers. Filed chronologically and alphabetically. 5 x 8 card index, 2 in. (Seldom, official.) 9 x 12 folders, 4 in., in 2 drawers of wooden filing case and in cardboard box. SW. room, 1st floor (Bldg. A). (567)

904. FOODSTUFFS RECEIVED AND DELIVERED, July 1, 1934 - June 30, 1935. FERA Forms 14 and 165, showing foodstuffs received at warehouse, and deliveries from warehouse to various distributing centers. Filed chronologically and alphabetically. 3 x 8 card index, 2¼ in. (Seldom, official.) 9½ x 11½ covers, 3½ in., in drawer of wooden filing case and in cardboard box. SW. side, 1st floor (Bldg. A). (564)

905. MATERIAL RECEIVED AND DELIVERED, July 1, 1934 - June 30, 1935. ERA Forms 165, 14, and 208, showing materials received at warehouse and delivered to various distributing centers. Filed chronologically. 5 x 8 card index, 2 in. (Seldom, official.) 9 x 12 folders and 9½ x 11½ covers, 1 ft. 3 in., in 2 drawers of wooden filing case and in cardboard box. SW. side, 1st floor (Bldg. A). (582)

906. PREPAID BILLS, July 1, 1934 - June 30, 1935. Copies of prepaid express and freight bills, and truck receipts; also Form 1059, bills of lading. Filed chronologically and alphabetically. (Seldom, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case and in cardboard box. SW. side, 1st floor (Bldg. A). (563)

907. WEEKLY REPORTS, July 1, 1934 - June 30, 1935. FERA Forms 156 and 221 superseded by 28A and 28B, records of cloth and food commodities. Filed alphabetically and chronologically. (Seldom, official.) 9 x 12 folders, and loose-leaf books, 1 in., in cardboard box. SW. side, 1st floor (Bldg. A). (577)

Professional Projects Unit

908. APPLICATION FOR APPROVAL OF WORK PROJECTS, June 1 - June 30, 1935. ERA Form 141. Filed chronologically. (Daily, official.) 9 x 11 papers, ½ in., in drawer of metal filing case. SW. side, 2d floor (Bldg. A). (538)

909. APPLICATIONS FOR INSTRUMENTAL AUDITIONS, June 1 - June 30, 1935. Reports showing name, date of audition, and rating of applicant. Filed chronologically. (Daily, official.) 8½ x 11 papers, 1 1/8 in., in drawer of metal filing case. SW. side, 2d floor (Bldg. A). (548)

SPRINGFIELD

DISTRICT 6 OFFICE
OFFICE OF THE DISTRICT DIRECTOR
(A) Poli Bldg., 196 Worthington St.
(B) Broadway Bldg., 105 Bridge St.

This office was founded under the jurisdiction of the Civil Works Administration in 1933, and on April 1, 1934, the office was administered under the Emergency Relief Administration. Its authority extends over the counties of Berkshire, Franklin, Hampshire, and Hampden. Records are sent to State headquarters except those pertaining to this office.

Administrative Division

910. FIELD REPORT, Apr. 1, 1934 - June 30, 1935. Recording personal service on projects in the field. Arranged chronologically. (Never.) 13 x 17 papers, 2 ft. 3 in., in pasteboard box. Storeroom (Bldg. A). (1,339)

911. PAY ROLL SHEETS, Apr. 1, 1934 - June 30, 1935. Record of ERA employees on pay roll. Arranged chronologically. (Never.) 10½ x 17 bundles, 52 ft. 6 in., in wooden boxes. Storeroom (Bldg. A). (1,345)

912. TIME BOOKS, Apr. 1, 1934 - June 30, 1935. Workmen's time reports entered by timekeeper. Entered chronologically. (Never.) 4 x 7 vols., 2 ft. 3 in., in pasteboard box. Storeroom (Bldg. A). (1,336)

913. EMPLOYEES' WEEKLY TIME REPORT, Apr. 1, 1934 - June 30, 1935. Showing number of hours worked by ERA employees. Arranged alphabetically. (Never.) 4½ x 8 bundles, 3 ft. 9 in., on floor. Storeroom (Bldg. A). (1,333)

914. ENGINEERING REPORTS, Apr. 1, 1934 - June 30, 1935. ERA Form 19, pertaining to completed or discontinued projects. Arranged numerically. (Never.) 9 x 12 papers, 8 ft., in pasteboard box. Storeroom (Bldg. A). (1,340)

915. APPLICATIONS FOR APPROVAL, Apr. 1, 1934 - June 30, 1935. ERA Form 141, request for approval of work projects. Arranged geographically by towns. (Never.) 8 x 11 envelopes, 5 ft., in pasteboard box. Storeroom (Bldg. A). (1,343)

916. TIME SHEETS, Apr. 1, 1934 - Oct. 1, 1935. Showing working time of project employees. Arranged chronologically. (Never.) 9 x 12 bundles, 7 ft. 8 in., on floor. Storeroom (Bldg. A). (1,346)

917. PAY ROLL RECORD, June 7, 1934 - June 30, 1935. Listing weekly earnings for various ERA projects. Arranged numerically. (Never.) 5 x 8 bundles, 8 ft. 6 in., in wooden box. Storeroom (Bldg. A). (1,338)

918. COMMISSARY REQUISITIONS, June 11, 1934 - June 30, 1935. ERA Forms 208 used by workers to obtain commodities. Arranged alphabetically. (Never.) 3½ x 8 bundles, 2 ft. 4 in., in pasteboard box. Storeroom (Bldg. A). (1,341)

919. REGIONAL ADMINISTRATOR'S CORRESPONDENCE, July 18, 1934 - June 30, 1935. Miscellaneous letters received by local administrator. Arranged alphabetically. (Never.) 9 x 12 bundles, 2 ft. 10 in., on floor. Storeroom (Bldg. A). (1,335)

Division of Employment

Assignment Unit

920. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - June 30, 1935. Pertaining to various activities of this office. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of metal filing cases. Assignment Office (Bldg. B). (1,458; 1,462)

921. APPLICATION AND EMPLOYMENT CARDS, May 5, 1934 - June 30, 1935. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in transfer case. Social Service Office (Bldg. B). (1,466)

922. APPLICATIONS, Jan. 1 - Mar. 1, 1935. ERA Forms 141, application for employment on ERA projects. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Assignment Office (Bldg. B). (1,461)

923. PWA REQUISITIONS AND REFUSALS, Feb. 1 - June 30, 1935. Requisitions for workers on ERA projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. Labor Schedules Office (Bldg. B). (1,465)

924. ASSIGNMENT AND REASSIGNMENT SLIPS, May 4 - June 30, 1935. Record of assignments voided, due to cancelation of projects. Filed alphabetically. (Never.) 4 x 6 cards, 2 in., in drawer of card cabinet. Assignment Office (Bldg. B). (1,459)

925. TRANSIENT CAMPS, May 10 - June 30, 1935. Form 144, record of interviews with transients applying for work, showing interview with social service, and with Works Division; Form 144A, additional information given to Works Division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 18 (Bldg. B). (1,476)

926. CLASSIFICATION AND CERTIFICATION OF ELIGIBILITY, May 31 - June 30, 1935. Record of interviews with applicants for ERA employment; certification of eligibility; notice of case change. Filed by towns alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing cases. R. 18 (Bldg. B). (1,477)

927. LISTS OF EMPLOYEES, June 1 - June 30, 1935. Listing workers on sewing projects in Chicopee. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in drawer of wooden card cabinet. Assignment Office (Bldg. B). (1,457)

928. REQUISITIONS, June 1 - June 30, 1935. Requisitions for workers and list of persons employed on projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing cases. Assignment Office (Bldg. B). (1,460)

Intake and Certification Unit

929. CORRESPONDENCE, July 1, 1934 - June 30, 1935. Concerning official activities. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 423 (Bldg. A). (1,385)

930. INTERVIEWS, Jan. 1 - June 30, 1935. Record of interviews with employees relative to working status. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 423 (Bldg. A). (1,388)

Division of Finance and Statistics

Compensation Unit

931. ACCIDENT REPORTS, Apr. 1, 1934 - June 30, 1935. Accidents occurring on ERA projects in this district. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 343 (Bldg. A). (1,348)

Time Control Unit

932. DISBURSEMENTS, Aug. 28 - Oct. 4, 1934. Listing disbursements by ERA Transient Bureau. Entered chronologically. (Daily, official.) 8 x 12 vol., 1 in., in drawer of filing case. R. 400 (Bldg. A). (1,367)

933. RECEIPTS, June 17 - June 30, 1935. Showing checks received from time control unit. Filed alphabetically. (Daily, official.) 5 x 8 bundles, 4 in., in drawer of filing case. R. 400 (Bldg. A). (1,369)

Office Management

934. PERSONNEL RECORDS, Apr. 1, 1934 - June 30, 1935. Former and present records. Filed alphabetically. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ cards, $1\frac{1}{4}$ in., in card tray. R. 439 (Bldg. A). (1,452)

Division of Operations

Safety Unit

935. MISCELLANEOUS REPORTS, Jan. 23 - June 30, 1935. Pertaining to mileage, requisitions, accidents, first-aid, memorandum receipts, and weekly requisitions. Filed alphabetically by subject. (Daily, official.) 9 x 11 folders, 5 in., in drawer of filing case. Stenographic Room (Bldg. A). (1,330)

WORCESTER

OFFICE OF DISTRICT DIRECTOR

(A) Estabrook & Ewell Bldg., 41 Jackson St.
(B) Brewer Bldg., 58 Front St.
(C) Jackson Street Foundry, 61 Jackson St.

This office started functioning on June 16, 1933, under jurisdiction of the Federal Emergency Relief Administration, on November 20, 1933, under the Civil Works Administration, and on April 1, 1934, under the Emergency Relief Administration. Its authority covers Worcester County. Upon orders from Boston headquarters, old ERA records were sent to the Army Base, Boston, and the other records were sent to the State office except those pertaining to this office.

936. BULLETINS, Jan. - June 30, 1935. Instructions from Boston headquarters, and copies of bulletins sent by director of District 5 to various projects. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf books, 9 in., in drawer of metal filing case. SW. corner, 1st floor (Bldg. A). (378)

937. BUSINESS CORRESPONDENCE, Jan. - June 30, 1935. With Boston headquarters, Worcester and Worcester county officials regarding ERA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 2 drawers of metal filing cases. SW. corner, 1st floor (Bldg. A). (380)

Division of Employment

938. OLD PERSONNEL PAY ROLL CARDS, Apr. 1, 1934 - June 30, 1935. Showing name and identification number of employee, hours worked, wages received, etc. Filed alphabetically by towns. (Never.) 6 x 8 cards, 2 ft. 11 in., in 3 pasteboard boxes on filing cabinet. NE. section, 1st floor (Bldg. A). (383)

939. SOCIAL RELIEF RECORDS OF WORCESTER, Apr. 1, 1934 - June 30, 1935. Forms FERA 600, eligibility certification of applicants; MERA Form 15 A, application for relief employment, containing history of applicant, related correspondence, and pertinent information. Filed alphabetically. (Daily, official.) 9 x 12 folders, 27 ft., in 18 drawers of metal filing cases. NE. section, 1st floor (Bldg. A). (408)

940. SOCIAL SERVICE RECORDS OF WORCESTER COUNTY, Apr. 1, 1934 - June 30, 1935. Including application for work relief, containing history of applicant; Form FERA 600, certification of eligibility; related correspondence, and pertinent information. Filed alphabetically. (Daily, official.) 9 x 12 folders, 43 ft., in 15 drawers of wooden and 5 drawers of metal filing cases. NE. section, 1st floor (Bldg. A). (409)

941. TRANSIENT FILE, Apr. 1, 1934 - June 30, 1935. FERA Form 144, record of persons receiving food and lodging at transient camps. Filed alphabetically. (Never.) 9 x 12 folders, $\frac{3}{4}$ in., in drawer of wooden filing case. NE. section, 1st floor (Bldg. A). (394)

942. REQUESTS OF DISCHARGED EMPLOYEES FOR A HEARING, Jan. 1 - June 30, 1935. Letters from discharged employees requesting hearing. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. side, 1st floor (Bldg. A). (411)

943. MISCELLANEOUS MATERIAL, Jan. 1 - June 30, 1935. ERA Forms 512-A, old pay rolls and records and FERA Form 144, current file of interviews of persons awaiting assignment. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. NE. section, 1st floor (Bldg. A). (390)

944. DEPARTMENTAL CORRESPONDENCE, Feb. 1 - June 30, 1935. Interoffice correspondence; also list of families on soldiers' relief, welfare cases, field visit reports, teachers' correspondence lists, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. 1st floor (Bldg. A). (421)

945. MISCELLANEOUS CORRESPONDENCE, Feb. 1 - June 30, 1935. Letters of complaint received from supervisors in Worcester County and from individuals, related correspondence, and letter of authorization. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. 1st floor (Bldg. A). (418)

946. PROJECTS IN OPERATION AND SUSPENDED, Feb. 1 - June 30, 1935. Record of all projects in Worcester County. Filed alphabetically, by towns. (Daily, official.) 5 x 8 cards, 3 in., in pasteboard box. 1st floor (Bldg. A). (420)

947. MISCELLANEOUS REPORTS, Feb. - June 30, 1935. Including list of students eligible for relief work, CCC camp correspondence, information relative to girls interested in educational camps, student aid applications, reports of associated charities in social service exchange. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. 1st floor (Bldg. A). (419)

948. RECORD OF REQUISITIONS FOR WORKERS, Feb. - June 30, 1935. Record of 401 Forms received and acted on, showing ERA numbers, number of workers requisitioned, date and hour received, number of 402 Forms completed. Filed alphabetically, by towns. (Daily, official.) 5 x 8 cards, 2 in., in pasteboard box. 1st floor (Bldg. A). (425)

949. REFUSAL OF WORK, Feb. - June 30, 1935. Letters and reports to local welfare departments notifying them of welfare recipients who failed to report for relief work assignments, stating reason for not appearing. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. 1st floor (Bldg. A). (417)

950. WORK SCHEDULES, Feb. - June 30, 1935. Work schedule and analysis of labor needed for each new project. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. 1st floor (Bldg. A). (424)

Division of Finance

951. ERA ACCIDENT CASES, Apr. 1, 1934 - June 30, 1935. Reports on accidents to men working on ERA, containing particulars and recording disposition of the case. Filed alphabetically. 5 x 8 index, 4¾ in. (Occasionally, official.) 9 x 12 folders, 1 ft. 2¼ in., in drawer of metal filing case. NW. corner, 1st floor (Bldg. A). (371)

952. PAY ROLLS, Jan. 1 - June 30, 1935. Pay rolls and records of date of return of corresponding vouchers from headquarters, Boston. Filed numerically. 4 x 6 card index, 5 in. (Daily, official.) 9 x 12 folders, 10 ft., in 8 drawers of metal filing case. E. section, 2d floor (Bldg. A). (450)

953. QUOTA INFORMATION RECORDS, Feb. 1 - June 30, 1935. Discontinued records of quota of persons permitted to be employed in each town in Worcester county. Filed alphabetically by towns. (Daily, official.) 5 x 8 cards, 2 in., in pasteboard box. SE. section, 2d floor (Bldg. A). (479)

954. MISCELLANEOUS FILE, Feb. 1 - June 30, 1935. Transmittals of cancelation sheet. Cancelation of government furnished transportation; handwritten transmittal for miscellaneous encumbrances sent to Boston with vouchers (copies); also transmittal sheet of errors. Filed by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SE. section, 2d floor (Bldg. A). (473)

955. PERSONAL CORRESPONDENCE ON MATERIAL, Feb. 1 - June 30, 1935. Relative to purchases of sewing material, also showing change of allotments, vouchers for sewing material, notices of receipt of requisitions for materials, Standard Form 1080, showing transfer of materials and the quality, and paid vouchers on Standard Form 1034. Index. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (340)

956. PENDING CASES, Feb. 1 - June 30, 1935. Correspondence relative to checks not received at regular pay period, and in reference to checks due deceased employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (353)

957. RECORD OF CHECKS, BREAKDOWN BY TOWNS, Feb. 1 - June 30, 1935. Listing checks from Boston headquarters. Filed chronologically. (Daily, official.) 8 x 10½ loose-leaf books, 1 in., on metal shelf. SW. section, 2d floor (Bldg. A). (352)

958. REGISTER OF DELIVERED AND UNDELIVERED CHECKS, Feb. 1 - June 30, 1935. Showing project number and date of delivery of check. (Daily, official.) 14 x 26 loose-leaf books, 1 ft., on metal shelf. SW. section, 2d floor (Bldg. A). (347)

959. SCHEDULE OF DISBURSEMENTS, Feb. 1 - June 30, 1935. Standard Form 1064, used to reimburse employees from unpaid wages. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (351)

960. SPONSORS' CONTRIBUTIONS, Feb. 1 - June 30, 1935. Showing names of sponsors, description of projects, quantity of materials, unit cost, total cost, certification and project numbers; also ERA pay roll. Filed chronologically. Index. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (498)

961. TRAVEL AUTHORIZATION, Feb. 1 - June 30, 1935. Showing dates of travel, places covered, amount of expenses, other pertinent information. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. SE. section, 2d floor (Bldg. A). (474)

962. TRAVEL AUTHORITY, Feb. 1 - June 30, 1935. Application for travel authorization; acceptance; termination of authorization. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (348)

963. TRUCK PROCUREMENT, Feb. 1 - June 30, 1935. Listing trucks in active service, and drivers' records. Filed alphabetically. (Daily, official.) 3 x 5 card index, 2 in., in pasteboard boxes. SW. section, 2d floor (Bldg. A). (344)

964. VENDORS' BIDS, Feb. 1 - June 30, 1935. Showing bids of materials (copies, originals sent to Boston headquarters). Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in wooden file box. SW. section, 2d floor (Bldg. A). (346)

965. WEEKLY RECORDS OF CHECKS TO WORCESTER, Feb. 1 - June 30, 1935. Showing checks received from Boston. (Daily, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (394)

966. WORKS PROGRESS ACCOUNTING REGISTER, Feb. 1 - June 30, 1935. Ledger sheets containing daily entries of figures on flood control and all projects sponsored by Massachusetts Department of Public Works. (Daily, official.) 14½ x 18 loose-leaf books, 1 ft. 2 in., on top of wooden desk. SW. section, 2d floor (Bldg. A). (495)

967. AMOUNT OF FUNDS ON HAND, Feb. 1 - June 30, 1935. Listing cash disbursed and amount on hand with which to carry on each project. Filed alphabetically by towns. 3 x 5 card index, 1 ft. 1 in. (Daily, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (357)

968. COMPLETED CASES, Feb. 1 - June 30, 1935. Letters of receipt received from individuals; also notations concerning bonded persons, stating whether or not they are still bonded. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (493)

969. COMPLETED TRUCK RECEIPTS, Feb. 1 - June 30, 1935. Listing receipt of pay checks by truck drivers. Filed alphabetically. 3 x 5 card index, 1 in. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (491)

970. CONTROL OF MONEY FOR PROJECTS, Feb. 1 - June 30, 1935. Showing amount of money spent on projects for labor, materials, equipment, etc. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (426)

971. DAILY RECORD OF CHECKS RECEIVED FROM BOSTON, Feb. 1 - June 30, 1935. Work project number, name of job, period covered, and amount of money. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (492)

972. LETTERS OF ASSIGNMENT, Feb. 1 - June 30, 1935. Assigning persons to sidewalk, highway, and roadside beautification projects, including truck drivers, and others. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (430)

973. MATERIAL FILES, Feb. 1 - June 30, 1935. Treasury Form A-6, requisitions for truck drivers and materials for sidewalks and roads; Treasury Form A-7, purchase orders for materials. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 4½ in., in drawer of metal filing case. SE. corner, 2d floor (Bldg. A). (342)

974. MISCELLANEOUS ENCUMBRANCES, Feb. 1 - June 30, 1935. Travel vouchers, pay rolls, requisitions for truck material on Treasury Form A-6, assignments of trucks, transmittals of adjustment of encumbrances, schedules of disbursements on revised Standard Form 1064, change and advice of allotments, and internal memoranda. Filed numerically by project number. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (360)

975. MISCELLANEOUS FILE, Feb. 1 - June 30, 1935. Receipts from persons charged with delivery of ERA checks; also, pertinent correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (489)

976. PAY-OFF RECORD OF ASSISTANT PAYMASTER, Feb. 1 - June 30, 1935. Record of delivered and returned records of assistant paymaster, showing name of assistant paymaster, number of project to be paid, date, number of checks, date and number of checks returned. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1¼ in., in drawer of metal desk. SW. section, 2d floor (Bldg. A). (490)

977. PAY ROLL ROUTING SLIPS, Feb. 1 - June 30, 1935. Routing slips which were attached to pay roll for each project from time received until filed (carbon copies, originals are sent to Boston). Filed numerically by project numbers. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (361)

978. REPORTS, Feb. 1 - June 30, 1935. Daily reports from field men, also correspondence or suspension, and departmental letters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. NW. corner, 1st floor (Bldg. A). (370)

979. REQUISITIONS AND RECEIVING AND INSPECTION SHEETS, Feb. 1 - June 30, 1935. Treasury Form A-6, requisition for truck materials; Treasury Form A-7, material purchase order; and Treasury Form A-8, inspection and receiving sheet. Filed alphabetically by towns. 8½ x 11 loose-leaf index. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (362)

980. STATEMENTS OF ALLOTMENTS, Feb. 1 - June 30, 1935. Form 701, detailed break-down of allotments for each new project, showing date project approved, estimated date of completion, sponsor's official project number, ERA number and work symbol; also Form which is put through the Treasury. Filed numerically by project number. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (359)

981. THIRD CLASS ACCIDENT CASES, Feb. 1 - June 30, 1935. Reports on injury to ERA workers with note stating whether or not compensation (copies), originals to Washington headquarters. Filed numerically. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. NW. corner, 1st floor (Bldg. A). (372)

982. OLD AND OBSOLETE ERA PAY ROLLS, Feb. 19, 1935 - Aug. 1, 1936. Form 151-B, pay roll sheets covering city of Worcester and Worcester county outside the city (carbon copies on yellow sheets). Filed chronologically. (Rarely, official.) 15 x 18 packages, 1 ft., on top of wooden cabinet. NE. section, 2d floor (Bldg. A). (454)

983. RECORD OF PROJECTS, ACTIVE AND INACTIVE, Feb. 24 - June 30, 1935. Record of relief work completed and in progress. Filed alphabetically by towns. (Daily, official.) 3 x 5 cards, 2 in., in pasteboard box. 1st floor (Bldg. A). (423)

984. REGISTRATION BOOK OF ACCIDENTS AND ILLNESSES, Feb. 24 - June 30, 1935. Showing date, name and address of worker, project number, and nature of accident or illness, recorded from original reports by foremen or first-aid man, and showing whether or not compensation was allowed. Entered chronologically. (Daily, official.) 10 x 20 loose-leaf book, ½ in., on top of wooden desk. NW. section, 1st floor (Bldg. A). (376)

985. ERA COMPENSATION CASES CLOSED, Feb. 24 - June 30, 1935. Employee's own handwritten report on accident showing amount of compensation, if any, and release. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. NW. section, 1st floor (Bldg. A). (375)

986. ERA COMPENSATION CASES, PENDING, Feb. 24 - June 30, 1935. Claimants' reports on accidents, with another form attached on which report has been copied. Filed numerically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. NW. section, 1st floor (Bldg. A). (374)

987. ERA ACCOUNTING REGISTER OF WORCESTER COUNTY, Feb. - June 30, 1935. Obsolete ERA ledgers. Entered chronologically. (Occasionally, official.) 14½ x 17½ loose-leaf books (5), 2 ft. 3 in., on top of filing case. S. section, 2d floor (Bldg. A). (356)

988. K-1 REPORTS, Feb. - June 30, 1935. Short form notices of minor injuries suffered by workers on ERA, sent in by foreman or first-aid man on project. Filed numerically. 4½ x 5½ card index, 1½ in. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. NW. corner, 1st floor (Bldg. A). (373)

989. MISCELLANEOUS CORRESPONDENCE, Feb. - June 30, 1935. Pertaining to bids submitted by vendors relative to truck hire and sale of materials. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. SW. corner, 2d floor (Bldg. A). (343)

990. TRUCK VOUCHERS, Feb. - June 30, 1935. Weekly report of all truck supplies and materials received and on hand. Filed alphabetically by towns. Index. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. S. section, 2d floor (Bldg. A). (355)

991. ERA RELIEF STATISTICS, Mar. - June 30, 1935. Record of relief statistics pertaining to soldiers' relief, work sheets, departmental reports, transmittal letters, etc. Filed alphabetically by towns. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of metal filing case. NW. corner, 2d floor (Bldg. A). (456)

992. GENERAL CORRESPONDENCE AND MISCELLANEOUS REPORTS, Mar. - June 30, 1935. Correspondence with officials in Worcester county and board of public welfare relative to financial business; also progress reports and truck assignments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. SE. corner, 2d floor (Bldg. A). (478)

993. ERA PAY ROLLS, Apr. 1 - Apr. 30, 1935. Showing name and case number of employee, hours worked each day, date and number of check. Filed chronologically. (Occasionally, official.) 11 x 17 bundles, 1 ft., on table. N. section, 2d floor (Bldg. A). (441)

Office Management

994. ANNUAL AND SICK LEAVE, Jan. - June 30, 1935. Record of leaves of absence of office personnel, showing reason for absence; also record of vacations. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (406)

995. EQUIPMENT INVENTORY, Jan. 1 - June 30, 1935. Listing equipment on hand at all projects in Worcester, Treasury Form A-8, record of office equipment received, showing condition, etc. Filed chronologically. 4 x 6 card index, 3 in. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (405)

Division of Operations

996. ERA REPORTS, Apr. 1, 1934 - June 30, 1935. Reports relating to progress of projects; also letters pertaining to project activities. Filed chronologically. (Never.) 9 x 12 folders, 4 in., in drawer of metal filing cabinet. SE. corner, 1st floor (Bldg. A). (427)

997. ACCIDENT REPORTS AND FIRST-AID SUPPLIES RECORD, Feb. - June 30, 1935. Report of accident, showing type and place of accident, name of person injured, extent of injury; also record of supplies issued to projects. Filed alphabetically. (Occasionally, official.) 3 x 5 and 6 x 8½ cards, 1 ft. 3 in., in 2 pasteboard boxes. SE. section, 1st floor (Bldg. A). (428)

998. CORRESPONDENCE, Feb. - June 30, 1935. With Engineering Division, Boston, concerning projects, also flood reports, bulletins, etc. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (434)

999. EQUIPMENT RECORD OF FIRST-AID SUPPLIES, Feb. - June 30, 1935. Listing first-aid supplies issued to projects, and related correspondence. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (429)

1000. FINISHED ERA PROJECTS, MEN'S, Feb. - June 30, 1935. Completion records of projects; sponsor's applications; engineer's requisitions for materials; approved requisitions received from Boston. Filed alphabetically by towns. (Occasionally, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (435)

1001. OLD ERA REPORTS, Feb. - June 30, 1935. Including engineer's reports of work, done on each project, information relative to projects, whether final, canceled, or transferred to WPA. Filed alphabetically and numerically. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (437)

1002. PRESIDENTIAL LETTERS, Feb. - June 30, 1935. Received from Washington, approving projects, containing list of projects, location, description, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 3¼ in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (431)

1003. PROJECTS APPROVED, Feb. - June 30, 1935. Project approvals received from Boston. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (432)

1004. PROJECTS IN OPERATION, Feb. - June 30, 1935. Sponsors' letters; engineer's reports on progress of work. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (433)

1005. PROJECTS PENDING APPROVAL, Feb. - June 30, 1935. Sponsor's application for project; sent to engineer's department, Boston, for project approval (copy). Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. SE. corner, 1st floor (Bldg. A). (436)

Division of Recreation Projects

1006. CLASSIFICATION CARDS, July 1934 - June 30, 1935. ERA classification cards. Filed alphabetically. (Never.) 5 x 8 cards, 9¼ in., in pasteboard box. R. 200, SE. section, 2d floor (Bldg. B). (215)

1007. CENTERS AND AGENCIES, Dec. 1934 - June 30, 1935. Reports, including time schedules, publicity material, records of meetings with committees and individuals interested in project, and history of organization expansion. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 229 (Bldg. B). (204)

1008. SUMMARY REPORTS, Dec. 1934 - June 30, 1935. Weekly computations from daily attendance reports, summarizing all activities at each recreation center (duplicate). Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. R. 229 (Bldg. B). (237)

1009. MAINTENANCE AND EQUIPMENT, June - June 30, 1935. Requisitions from various centers for sports and crafts supplies; also releases of this material and equipment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 229 (Bldg. B). (218)

1010. ATTENDANCE REPORTS, June - June 30, 1935. Daily reports showing persons attending various recreation centers, and sports and crafts in which they participated. Filed chronologically. (Daily, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. R. 229 (Bldg. B). (220)

1011. SCHEDULES, June - June 30, 1935. Weekly and monthly activity programs, swimming, baseball, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. R. 229 (Bldg. B). (224)

Division of Women's and Professional Projects

Administrative Unit

1012. APPROVED AND ACTIVE WOMEN'S PROJECTS IN WORCESTER COUNTY, Feb. - June 30, 1935. Record of approved and active projects including reports on school books, soldiers' relief, assessors, block survey, sewer department, draftsmen, and others. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 3¼ in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (398)

1013. COMPLETED PROJECTS, Feb. - June 30, 1935. Record of projects under Women's and Professional Division in Worcester county, including book mending, knitting, and other projects. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (400)

1014. CORRESPONDENCE, Feb. - June 30, 1935. With Boston headquarters, concerning activities of Women's and Professional Division; also bulletins received from Boston and Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (402)

1015. CORRESPONDENCE RELATING TO NEW PROJECTS, Feb. - June 30, 1935. With town officials in Worcester county. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (395)

1016. MISCELLANEOUS CORRESPONDENCE, Feb. - June 30, 1935. With officials of towns in Worcester county, concerning project activities, including sewing, book mending, recreation, etc. Filed alphabetically. by towns. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (403)

1017. REPORTS, Feb. - June 30, 1935. Weekly reports from Women's and Professional projects in Worcester county, showing work accomplished during week; also daily reports of supervisors of sewing projects. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (399)

Commodity Distribution Unit

1018. CORRESPONDENCE, July 1, 1934 - June 30, 1935. With Boston office relative to distribution of food and clothing. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. C). (252)

1019. MISCELLANEOUS FILE, July 1, 1934 - June 30, 1935. Weekly and monthly reports of distribution of food and clothing; invoices, receipts, and tally sheets (copies). Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 5 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. C). (230)

1020. STOCK CONTROL, July 1, 1934 - June 30, 1935. Record of food and clothing on hand for disposal by commodity distribution center and charitable organizations. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6½ in., in drawer of metal card cabinet. SW. section, 2d floor (Bldg. C). (236)

1021. SUB COMMISSARY, STOCK CONTROL, July 1, 1934 - June 30, 1935. Record of all food and clothing distributed to various towns in Worcester county. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of metal filing case. SW. section, 2d floor (Bldg. C). (209)

Sewing Unit

1022. LOCAL RECORD OF INJURIES, Apr. 1, 1934 - June 30, 1935. Showing name and address of person injured, date and nature of injury, place of accident, project number, names of supervisors and witnesses. Entered numerically. (Daily, official.) 4 x 6 vols., 1¾ in., in drawer of wooden desk. SE. corner, 2d floor (Bldg. A). (485)

1023. NURSES' CARD RECORDS OF INJURIES, Apr. 1, 1934 - June 30, 1935. Record of employees injured on sewing projects, showing date, name and address of employee, treatment administered by nurse. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 1 in., in 2 pasteboard boxes. SE. corner, 2d floor (Bldg. A). (469)

1024. OLD ERA PAY ROLL RECORDS, Apr. 1, 1934 - June 30, 1935. Copies of ERA pay roll records. Filed chronologically. (Never.) 15 x 17 bundles, 1 ft. 3½ in., in wooden box. SE. corner, 2d floor (Bldg. A). (468)

1025. RECORD OF PURCHASES, Apr. 1, 1934 - June 1, 1935. Treasury Form A-8, Standard Form 1034 A, and others, recording purchases of materials and equipment. Filed chronologically. (Seldom, official.) Variously sized bundles, 2 ft. 6 in., in pasteboard box. E. basement (Bldg. A). (369)

1026. FABRIC CARD, July 1, 1934 - June 30, 1935. Daily record of cloth received and distributed by sewing project. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9½ in., in drawer of metal filing case. SW. section, 2d floor (Bldg. A). (205)

1027. FINISHED ARTICLES, July 1, 1934 - June 30, 1935. Record of all articles finished by sewing project, to be delivered to commodity distribution center for charities and needy institutions. Filed chronologically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of metal card cabinet. SW. section, 2d floor (Bldg. A). (238)

1028. ERA SEWING REPORTS, Nov. 1, 1934 - Apr. 1, 1935. Showing sewing material received, amount of articles produced, receiving and inspection reports, etc. Filed by subject. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. E. section, 2d floor (Bldg. A). (487)

1029. PROGRESS REPORTS FROM ERA, Jan. - June 30, 1935. Showing work accomplished by sewing projects and others. Filed alphabetically by towns. (Occasionally, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (396)

1030. REPORTS OF ARTICLES PRODUCED, Feb. - June 30, 1935. Articles produced by sewing projects; also record of their delivery to commodity distributing office. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of metal filing case. W. section, 1st floor (Bldg. A). (401)

STATE PLANNING BOARD STAFF PROJECT
Federal Bldg., Franklin Sq.

This project started operating in January 1935, although the date of the first records shows March 2, 1935. The purpose of the project was to

get data on flood control, a survey of water and sewerage, water analysis, pollution, etc., also rural electrification. The jurisdiction of the project extends over Worcester county. The project is in charge of a supervisor and he makes his reports to the State director at Boston headquarters.

Blackstone Valley Flood Control

1031. TRACING OF MAPS, Mar. 2 - June 30, 1935. Including five different tracings of maps, work sheets, black and white print, blueprint, cloth tracing, and paper tracing. Filed geographically. 8 x 10½ loose-leaf index, ½ in. (Daily, official.) 24 x 36 maps, 2 in., in 2 drawers of wooden map case. R. 500. (118)

1032. REPORTS ON INDUSTRIAL REHABILITATION, BLACKSTONE VALLEY PLANNING BOARD, June - June 30, 1935. Reports, records, graphs, and charts pertaining to industrial rehabilitation in Blackstone Valley. Filed chronologically. (Monthly, official.) 9 x 11½ vols., ½ in., on shelf of metal filing cabinet. R. 501. (113)

1033. EXPENSE AND CLIPPING FILE, June 15 - June 30, 1935. Record of expense items; also newspaper clippings concerning persons on flood control program. Filed chronologically. (Daily, official.) 9 x 12 folders, ½ in., in drawer of wooden filing case. R. 501. (108)

Blackstone Valley Water and Sewerage Survey

1034. TIME SHEETS, Jan. 29 - June 30, 1935. Showing hours worked each week by employees. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, ¼ in., in drawer of metal filing case. S. side, R. 504. (144)

Rural Electrification Project

1035. RURAL ELECTRIFICATION REPORTS, Mar. - July 1935. Reports, charts, and tables pertaining to this project. Filed chronologically. (Monthly, official.) 9 x 11½ vols., 1½ in., on metal shelf. R. 501. (114)